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IDENTIFIERS Organization Charts

ABSTRACT

Based on responses solicited from 26 Association of Research Library (ARL) members reflecting a variety of systems office configurations, this report describes the configurations at several ARL institutions and presents some major organizational patterns for systems offices and their relationship to the larger library organization. Original documents discuss the following topics: (1) Staff Position and Matrix Organization (Brown University, University of Houston, and Indiana University); (2) Line Organization (University of Cincinnati, Columbia University, Cornell University, University of Georgia, Harvard University, Massachusetts Institute of Technology, University of Michigan, New York University, Purdue University, Rutgers University, and Yale University); and (3) Multicampus University Support (University of California Division of Library Automation, University of California at Berkeley, University of California at Los Angeles, University of California at San Diego, Florida Center for Library Automation, University of Florida, and University of Missouri). A System and Procedures Exchange Center (SPEC) order form, note on the uses of SPEC Kits, evaluation form, and bibliography of related SPEC Kits and Office of Management Studies (OMS) publications are also provided. (KM)

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_____ 47.	Automated Cataloging	_____ 101.	User Studies
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_____ 50.	Fringe Benefits	_____ 104.	Microcomputers
_____ 54.	Internal Communication: Library Policies	_____ 105.	Nonbibliographic Machine-Readable Databases
_____ 56.	External Communication	_____ 106.	Electronic Mail
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USES OF SPEC KITS

The Systems and Procedures Exchange Center (SPEC) is a clearinghouse operated by the Association of Research Libraries, Office of Management Studies that provides a central source of timely information and materials on the management and operations of large academic and research libraries. It facilitates the exchange of knowledge and documents through SPEC Kits, which are distributed ten times each year to ARL members and other interested libraries. The Kits include topically-arranged groupings of unedited primary source documents - selected for their value to administrators and decision-makers - that illustrate a wide range of alternative approaches to specific issues.

Kit documents come from general membership surveys and from selected libraries contacted directly by SPEC, and most Kits are produced within six months of surveys. The documents' value comes from their variety of ideas, methods, and solutions. They are not viewed as finished products, but rather as points of departure for a library's planning efforts and as stimulants to innovative approaches to problem-solving. As such, Kits do not present answers or prescriptions for any one library; instead they illustrate how selected ARL members are planning for or dealing with particular issues. The worth of any one Kit to a particular library will depend upon the specific topic covered and the library's stage of development in that area.

Materials are selected according to the following criteria:

- Presents an approach of potential value to administrators and decision-makers
- Timely, and dealing directly with the topic under consideration
- Probability of application of ideas or thinking to other library situations
- Illustrative of actual practice, rather than theoretical
- Understandable, readable communication

All together, the materials should provide a range of alternative approaches that complement each other, provide variety, and stimulate comparison and contrast.

Libraries can take advantage of the Kit compilations in a number of ways. Administrators can evaluate the assumptions, methods, and results of other libraries' approaches; compare and contrast them; and use the learnings in their own situations. Library staff members can use the kits as professional development and current awareness tools. Committees and task forces can use them to begin a review of current practices. And the Kits can identify other persons or places to contact for further information. Back-up files in the SPEC office also are available for loan to member libraries. In addition, SPEC will conduct on-demand surveys or analyses geared specifically for a single library.

EVALUATION

Kit Title/Number _____

1. Which uses did the library make of this Kit?

2. Please indicate how useful the Kit was for these purposes.

☐ Very Useful ☐ Quite Useful ☐ Somewhat Useful ☐ Not Useful

3. Do you have suggestions for this Kit or for future Kits?

(optional)

NAME _____

LIBRARY _____

PHONE _____

Please return this form to the SPEC Center, OMS/ARL, 1527 New Hampshire Ave., N.W., Washington, DC 20036.

1/82



flyer

#128, October 1986

OMS

Systems and Procedures Exchange Center

ISSN 0160 3582

SYSTEMS OFFICE ORGANIZATION

Many research libraries are investigating new approaches to the organization and staffing of the systems function. A review of documents from over 30 members of the Association of Research Libraries reveals three patterns: a department which performs a full range of systems tasks, a systems officer who has planning and management responsibilities but little or no full-time support staff, and, outside the library, systems support at a statewide university level.

This flyer and kit describes systems office configurations at several Association of Research Libraries institutions, and presents some major organizational patterns for systems offices and their relationship to the larger library organization. In June 1986, a call for documents was sent to 26 ARL libraries reflecting a variety of systems office configurations. The request asked for documents that would detail quantity of systems staff; position responsibilities; and education, experience, and background of the systems office staff. It also asked for information about relationships to organizations outside the library for situations in which the systems function is significantly supported by non-library staff. As responses were received, it became apparent that a number of ARL libraries receive systems support from a non-library office that supports a statewide system. These offices were then asked to also respond.

SYSTEMS OFFICE STRUCTURES. The most frequent structure as reflected by the documents involves a systems department or office that is staffed to perform most operational and technical tasks. Implementation and operational activities are centered in this office, and development activities also may be included. The number of staff used in this type of office creates line responsibilities and a discrete department within the library.

A second structure involves a systems officer or librarian whose primary ongoing responsibilities tend to focus on project planning and management. The systems officer usually has no ongoing support staff, but instead draws upon other library staff as needed. For example, a cataloger may be assigned to conduct a systems analysis of the cataloging department while still conducting his or her regular cataloging duties on a reduced level. With this

configuration, operational and technical tasks are performed throughout the organization. These tasks may be performed by units that are dedicated to the function (computer operation or equipment service) or they may be a by-product of other activities, e.g., the circulation unit that distributes all printed reports because it receives the bulk of printed system products. Additionally, there is usually extensive committee support. It can be argued that this distribution of tasks throughout the library is an example of matrix organization for the systems function.

There is also an environment in which the systems function is not located within the library organization. This is seen when statewide university support is provided by a single systems office for multiple campuses. California, Florida, Illinois, and Missouri all have systems offices that support the development and operation of a statewide system. In each of these instances, the ARL libraries in each system also maintain local systems offices organized as appropriate for the specific situation. Boundaries can blur among these three structures, and more than one type can be in operation simultaneously, e.g., the systems office for Indiana University supports a multi-campus operation but uses a staff systems officer structure.

Within the library organization, the two organizational structures deal with workflow and responsibilities in different ways. For example, the larger, more structured office may have more technical capability due to the nature of staff who are assigned solely to systems work. On the other hand, a single systems officer may have greater general library staff support due to the reliance on them for implementation and operation. Neither of these situations is an inherent advantage or disadvantage of any particular structure; they simply underscore the need for sufficient support in order to maintain successful systems activities. The larger office must work to integrate its activities into library operations, whereas the staff position officer must find technical support within the library as needed.

LOCATION WITHIN ORGANIZATION. The location of the systems office in the organizational structure of the library varies considerably from library to library. In a separate study of organization charts (to be published as a

SPEC Kit), 39 out of 76 systems officers reported to the library director. The multi-campus university systems office can report to a university officer who is outside the library. In other situations, the systems office forms a department that is part of one of the major operational areas of the library, such as technical services or circulation. The latter can be a function of the subsystem that was implemented first, the location of interested staff members, or even the physical location of major computing equipment. In the study of organization charts, 14 systems offices were a part of technical services, six reported to an associate director for administrative services, and three to access services.

The type of interaction needed between the systems office and the remainder of the library also varies depending upon the organizational structure. A large systems staff with many operational responsibilities tends to establish strong lines of communication with the rest of the library in order to prevent isolation (and possible disfunction) of computerized activities. On the other hand, when those operational responsibilities are integrated into the overall library, the systems officer attempts to establish reliable, frequent communication with top library administration in order to coordinate the computerized activities.

LONGEVITY OF SYSTEMS OFFICES. Some systems offices have been established for many years. In many cases, the libraries with these offices were pioneers in library automation. The structure and responsibilities of these systems offices have evolved with the development of library automation. Local development and maintenance of existing systems are often the hallmarks of these offices, and they almost always maintain the largest staffs. Several of these offices with longer histories have provided the training ground for the systems personnel in other libraries. Newer systems offices tend to have fewer staff members and rely on outside vendor support for implementation, operational, and development activities.

TYPE OF SYSTEM AND LEVEL OF AUTOMATION. A different perspective is offered by looking at the systems office structure and size as a function of the type of system being operated and level of automation. An online library system that is supplied by a turnkey vendor should require less library staff involvement to operate, since the hardware and software are to be maintained by the vendor. If only the software system is supported by the vendor, the library requires computer operation expertise and a nominal amount of local systems support for the maintenance of user controlled programs. A totally in-house system requires significant computer and systems expertise during both development and ongoing maintenance of the system.

The level of computerization also affects systems office needs and activities. The requirements for a complete integrated online library system can be considerably more

complex and substantive than those for a standalone online circulation system or a batch acquisitions systems. The presence or absence of word processing, automated administrative activities, microcomputer applications, and so forth in conjunction with systems office responsibilities have an important impact on the amount of time that staff can devote to any specific task.

ISSUES AND CONCERNS. The amount and methods of funding can affect the choice of systems office structure in ways that are not always readily apparent. Obviously, limited funding will limit any computerization project, which in turn will limit the level of appropriate systems support. In addition, however, funding support which allows for hardware and software purchases but little else often means that the systems function becomes absorbed within the existing library organizational structure. This can disguise the costs of the systems function, and can result in the funding of systems activities at the expense of other library operations. Dedicated costs for systems office staffing and for the multi-campus systems office enable a library to confront the true costs of automation.

Additional issues that might not be recognized initially arise when there is "non-billable" support from a non-library computer center. Baseline hardware resources from a computer center in combination with limited financial support quite naturally can lead to the acquisition of software supported by a vendor. In such a case, systems office functions may be distributed throughout the computer center and the library, but there is only a limited expense in the library budget that is visibly dedicated to systems functions. Other services (e.g., daily operations including data back-up, terminal and printer maintenance) supplied by the computer center can disguise true costs. It is important to recognize, however, that there are significant staff costs for automation that will be borne somewhere within the organization.

The SPEC Kit on Systems Office Organization in ARL Libraries (#128, October 1986, 97 pages) contains documents from three libraries related to systems officer position/matrix organization, 11 sets of documents related to systems department line organization, and 7 sets of documents related to multi-campus university support. A short list of related SPEC kits is included.

This flyer/kit was prepared by
R. Bruce Miller, Systems Officer,
Indiana University Libraries, as part of the OMS
Collaborative Research/Writing Program.

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SYSTEMS OFFICE ORGANIZATION

#128, October 1986

Staff Position and Matrix Organization

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Staff Position and Matrix Organization

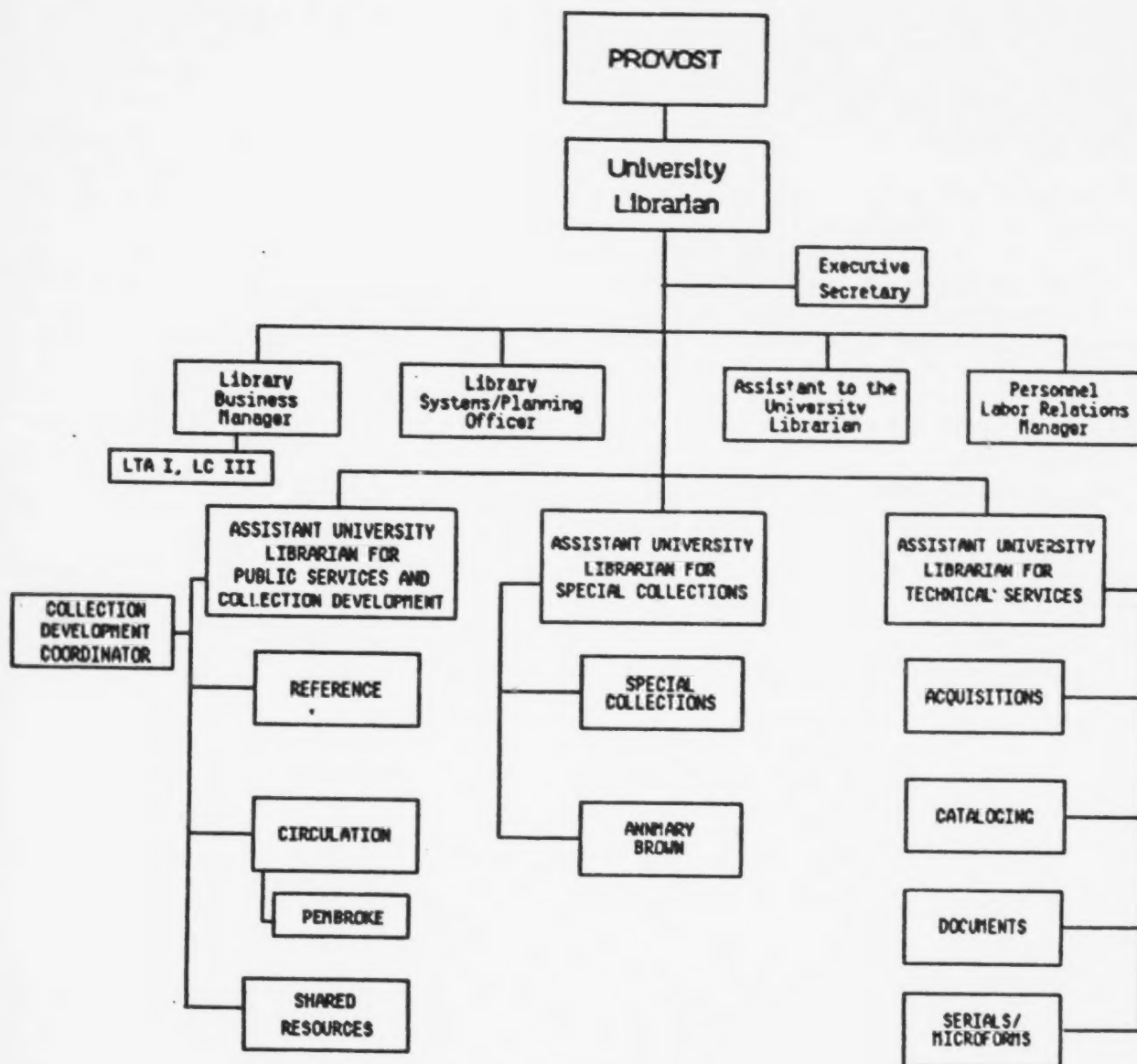
BROWN UNIVERSITY
Annual Report
Library Systems/Planning Office
Brown University Library
1983/84

The Network of Scholar's Workstation Project promises to have a major impact upon the communication of scholarly information. Indeed, I look forward to the advent of the wired university. There are many people whom I would like to plug into the network and turn on the juice. -Josiah Carberry

As the above quote indicates, 1983/84 has been an eventful and productive year for the Library/Systems Planning Office, with the major focus being on planning for the advent of the Network of Scholar's Workstations and the implementation of the library's on-line catalog as an integral part of the network.

The Library Systems/Planning Office was formed in June, 1983, with the appointment of a new Systems/Planning Officer reporting to the University Librarian. Prior to then, the systems function had been supervised by an Assistant University Librarian, who was also in charge of Circulation. With the transfer of Circulation to the Public Services Division, systems became a staff function and assumed responsibility for long range planning, the development of grant proposals, and the coordination of publications programs.

POLICY I . 4
BROWN UNIVERSITY LIBRARY
ORGANIZATION CHART



APRIL 1984

**Brown University Library
PROFESSIONAL POSITION**

POSITION TITLE: Library Systems/Planning Officer

REPORTS TO: University Librarian

SUMMARY: Assists the University Librarian and the Assistant University Librarians in studying the operations of the libraries and in recommending operational and management improvements. Coordinates the development of a comprehensive, strategic planning program for the library system. Assists library managers in systems analysis, planning, development and improvement of manual and automated library operations. Responsible for the library's machine-readable data bases and programs. Coordinates library publications and grant proposals.

POSITION FUNCTIONS:

Analyzes University Library operations and procedures to determine feasibility of adapting manual procedures to computer applications or to recommend improvements to current manual or automated operations. Designs and insures the development, implementation, revision and continued operation of library computer applications systems. Writes computer programs as required.

Carries out investigations of library operations, studying current procedures and routines to determine the logic of their organization and to measure the work flow and productivity of such procedures; analyzes the data acquired through the study of current procedures and routines, using appropriate statistical methods; makes recommendations for the modification of procedures and routines in the areas of library operations studied; provides advice in the implementation of new or redesigned procedures and routines.

Coordinates long-range planning for library systems development and other related library functions by advising the University Librarian; implements plans for the development of new library systems and the enhancement of existing systems in accordance with long-range plans for integrated library systems development; serves on management and planning committees in the University as required.

Supervises the preparation and maintenance of procedure manuals to effect implementation and continuing operation of computer application systems. Develops standards for system design, documentation and application programs to these same ends. Responsible for the security, integrity and provision for back-up and recovery of the library's machine-readable data bases and programs, making enhancements when necessary.

Maintains in-depth knowledge of developments in computers, new technologies and bibliographic networks and utilities, especially as they apply to library operations, by attending and participating in meetings, workshops, conferences, etc., and by reading relevant literature. Maintains liaison with representatives of other University data processing operations, professional organizations and equipment manufacturers to insure utilization of current principles and techniques.

Coordinates the development of grant proposals to foundations, corporations and government agencies, working with other members of the Administration staff.

Coordinates the publication of all library materials, working with department heads and others to insure consistency.

Perform personnel duties involved with selection, training and evaluation of support personnel. Encourage optimum staff performance and participation.



Office of the
University Librarian
401-863-2162

BROWN UNIVERSITY LIBRARY

Providence, Rhode Island 02912

PLEASE POST

- POSITION:** ASSISTANT SYSTEMS LIBRARIAN - a temporary, two-year position with the possibility of becoming permanent.
- DESCRIPTION:** Under the general direction of the Library Systems/Planning Officer, the Assistant Systems Librarian will assist with the implementation of the Brown University online catalog system, an IBM mainframe system using software from Biblio-Techniques, Inc., Olympia, Washington. Responsible for user and staff training, system evaluation and documentation, trouble-shooting and problem resolution. Works in close cooperation with the Online Catalog Program Manager and the Online Catalog Steering Committee/Task Forces on special implementation projects.
- QUALIFICATIONS:** Required: two years working experience with an integrated online system in a research library; excellent oral, written, and interpersonal communications skills; experience with a large bibliographic utility such as RLIN, OCLC or WLN; demonstrated understanding of current and developing technologies which will affect the delivery of information services; demonstrated training skills. Desired: MLS or computer science degree; familiarity with the WLN bibliographic utility; knowledge or experience with IBM mainframe system operating CMS or VS1; knowledge of computer programming.
- SALARY AND RANK:** \$18,894-\$24,192 appointment range, based upon experience. Librarian rank is based upon professional experience.
- BENEFITS:** Twenty-two vacation days per year, plus ten paid holidays. TIAA-CREF retirement annuity program, group health, and group life insurance costs shared by the individual and the University.
- THE LIBRARY:** The Brown University Library, a member of the Research Libraries Group, Inc. and the Association of Research Libraries, consists of five separate libraries: the John D. Rockefeller, Jr. Library; the Sciences Library; the John Hay Library; the Pembroke Library; and the Annmary Brown Memorial. The combined collections total almost two million volumes. The Library and its 57 FTE professionals and 90 FTE support staff serve 5,400 undergraduates and 1,175 graduate students.
- APPLICATION:** To insure consideration, send letter of application, resume and names of three references by June 10, 1985, to Gloria Hagberg, Brown University Library, Providence, Rhode Island 02912. Preliminary interviews may be held at the ALA Annual Conference.

BROWN UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**UNIVERSITY OF HOUSTON-UNIVERSITY PARK LIBRARIES
ILS PROJECT ORGANIZATION AND STAFF**

The ILS Project was organized in 1982 to select, acquire, and install an integrated library system for the University of Houston-University Park Libraries and the other three campus libraries of the University of Houston System. That same year, Geac Computers International of Toronto was selected as the Library's ILS vendor. Since then, the Online Public Access Catalog, the Circulation System, and the Acquisitions System have been implemented successfully.

The University of Houston does not have now, nor does it intend to have, a separate library systems office consisting of staff whose sole responsibilities are the development of systems. Rather, the Libraries chose to use the matrix approach to the problem. That is, staff who have responsibilities for systems and automation projects of any nature in the library are retained in their current job classifications, but contribute a portion of their time and effort to specific projects such as the ILS. This approach has worked well and has provided the Libraries with a strong ILS management structure.

Initially, the only staff directly involved in the ILS activities were an ILS Project Manager and an ILS Advisory Committee. However, once the vendor was selected and installation of the individual systems began, there was a need for additional staff to assist in the implementation stage of the project; the project was too vast and complex for one person to effectively manage the work to be done.

A manager was assigned direct responsibilities for

developing each of the major component subsystems of the ILS; specifically, Acquisitions, Circulation, and the OPAC database. Early in the project, these staff operated the computer, worked with the vendor's staff to debug the software, and integrated the new routines into the various departments. These individuals became the resident experts in their particular systems and were charged with implementing their systems in the most effective and efficient manner. The project manager coordinated the efforts in general and provided leadership and direction to the project as a whole.

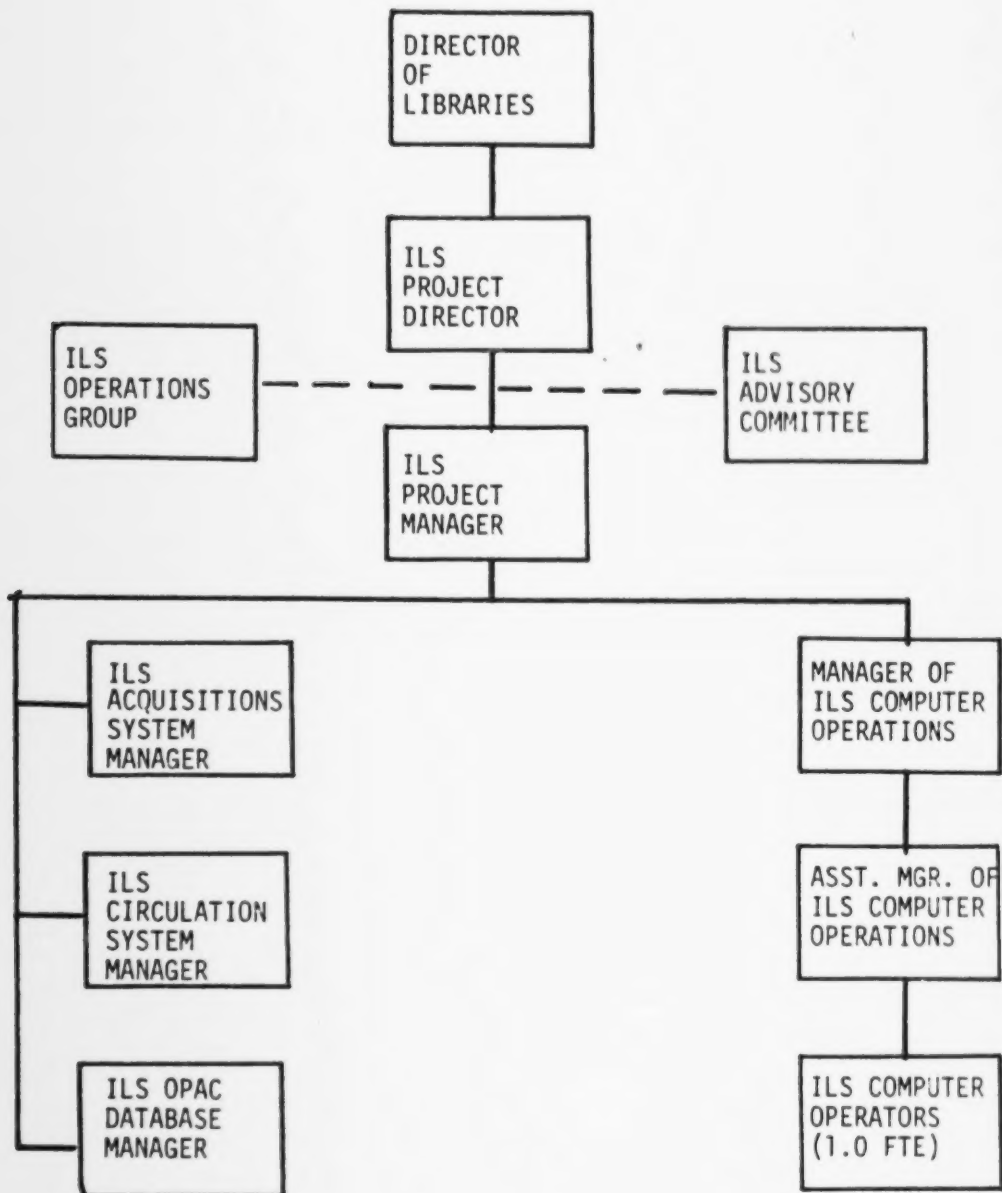
As the project matured and more and more of the ILS was implemented and became routine, the ILS project team structure changed again. The project manager was made project director, to continue general oversight of the endeavor while allowing time for planning of other projects. The person who had been serving as assistant project manager was assigned the duties of project manager. The current organization of the project is shown in Attachment A.

No official job descriptions for the project director, project manager, and system managers were developed; their duties emerged on an "as needed" basis as the project developed relevant to their current assignments. However, formal job descriptions were developed for the Manager of Computer Operations, the Assistant Manager of Computer Operations, and the student Computer Operators, since these three jobs are not matrix positions. A summary of these positions are in Attachment B.

Several committees have been operational throughout the history of the ILS Project. These committees are summarized in Attachment C.

ATTACHMENT A

**UNIVERSITY OF HOUSTON-UNIVERSITY PARK LIBRARIES
ILS PROJECT ORGANIZATION CHART**



ATTACHMENT B

ILS PROJECT STAFF

ILS Project Director

Generally responsible for the project. Provides long-range planning and accountability for the project. Matrix position, filled by the Assistant Director for Automation and Systems. No separate job description exists for this person's duties in the project. Approximately 5% of time allocated to the ILS Project.

ILS Project Manager

Responsible for the day-to-day management and coordination of all activities of the project as a whole. Matrix position, filled by the Assistant Director for Bibliographic Services. No separate job description exists for this person's duties in the project. Approximately 10% of time allocated to the ILS Project.

ILS Acquisitions System Manager

Responsible for the day-to-day management and coordination of all activities of the ILS Acquisitions System, including the Serials Control Subsystem. Matrix position, filled by the Head of Acquisitions. No separate job description exists for this person's duties in the project. Approximately 5% of time allocated to the ILS Project.

ILS Circulation System Manager

Responsible for the day-to-day management and coordination of all activities of the ILS Circulation System. Matrix position, filled by the Coordinator of Circulation Services. No separate job description exists for this person's duties in the project. Approximately 5% of time allocated to the ILS Project.

ILS OPAC Database Manager

Responsible for the day-to-day management and coordination of all activities pertaining to the ILS Online Public Access Catalog database (the MARC Records Management System). Matrix position, filled by the Manager of Database Maintenance in the Bibliographic Control Department. No separate job description exists for this person's duties in the project. Approximately 5% of time allocated to the ILS Project.

Manager of ILS Computer Operations

Responsible for the management of computer operations for the ILS Project. A job description for this position is attached. 100% of time allocated to ILS Project.

Assistant Manager of ILS Computer Operations

Responsible for the evening management of computer operations for the ILS Project. A job description for this position is attached. 100% of time allocated to ILS Project.

Computer Operators

Responsible for operating the ILS computer system and maintaining availability of the online systems. Position filled by part-time students. 100% of time allocated to ILS Project.

ATTACHMENT C

ILS PROJECT COMMITTEES

UH System ILS Advisory Committee

Functions to disseminate information about the UH ILS Project to the individual campus libraries, serve as spokespersons and liaisons for those libraries, and advise the ILS Project Manager on matters regarding the project. Consists of a representative from each campus library.

UH System ILS Advisory Committee

Subcommittee on Bibliographic Quality Control

Functions to develop effective and consistent bibliographic control procedures for the ILS in order to ensure the creation and maintenance of a high-quality database and to resolve any problems that result from the attempt to integrate bibliographic records from five cataloging agencies into the ILS. Consists of one person from each campus library.

ILS Operations Group

Functions to coordinate the daily operations of the ILS computer hardware and software. Consists of the ILS Project Director, the ILS Project Manager, the ILS Acquisitions System Manager, the ILS Circulation System Manager, the ILS OPAC Database Manager, the Manager of ILS Computer Operations, and the Assistant Manager of ILS Computer Operations.

University of Houston Libraries

Job Description

Position Description

Title: Manager of ILS Computer Operations
Classification: Sr. Library Assistant, Grade 7
Position Control Number: 1-1-39319-010
Responsible to: ILS Project Director

General Function

Responsible for the management and operations of the Library's Integrated Library System.

Specific Duties

1. Coordinate the computer room activities in support of ILS functions.
2. Hires and evaluates computer room staff.
3. Serves as principle troubleshooter and as principle liaison with the vendor's support staff.
4. Prepare system documentation as required.
5. Manages the installation of enhancements to the ILS software.
6. Develops and maintains a program for creating archival tapes for the ILS.

Supervision

Received: Works under the supervision of the ILS Project Director.

Given: Supervises all Computer Room staff.

Qualifications

Education and Experience: Two years of college and two years of relevant computer experience, or equivalent combination of education and experience. Supervisory experience is desirable.

Skills and Abilities: Excellent written and oral communication skills are required. The ideal candidate will be self-motivating and will be able to motivate others. In addition, this individual will possess a high level of analytical skills.

University of Houston Libraries

Job Description

Position Description

Title: Assistant Manager of ILS Computer Operations

Classification: Sr. Library Assistant, Grade 6

PCN: 39289-027 (OC 6)

Responsible to: Manager of ILS Computer Operations

General Function

Supervise all aspects of evening ILS operations including the training of student assistants, the scheduling of Online system activities and the follow-up of problems remaining from the previous shift.

Responsible for the operation of the ILS in the absence of the Manager of ILS Operations.

Specific Duties

1. Assist in resolving problems related to the ILS in regard to both hardware and software.
2. Coordinate and maintain a continuous flow of operations from the day to evening, including the performing of backups, the running of programs, and the printing of reports.
3. Assist in the supervision and training of student assistants for the evening operations.
4. Ensure that all pertinent activities and problems related to the ILS are being logged and reported to the appropriate system managers.
5. Assist with the development of ILS documentation.
6. Assist with the special programming projects required by the various ILS users.
7. Provide operations support to the ILS on the weekends on a rotating basis.
8. Monitor the usage of computer room supplies.
9. Maintain an organized work environment.
10. Perform other related duties as required.

Supervision

Received: Works under the supervision of the Manager of ILS Computer Operations

Given: Day-to-day supervision of a staff of student assistants.

Qualifications

Education and Experience: Two years of college and two years of relevant computer experience, or equivalent combination of education and experience. Supervisory experience is desirable.

Skills and Abilities: Excellent written and oral communication skills are required. The ideal candidate will be self-motivating and will be able to motivate others. In addition, this individual will possess a high level of analytical skills.

APPROVED:

Program Manager

Library Personnel Coordinator

Program Director

Assistant Director

Director

July 26, 1985

University of Houston Libraries

Job Description

Position Description

Title: Computer Room Assistant
Classification: Student Assistant, Grade 3
Department: Administration
Responsible to: Computer Room Manager

General Function

Assists in operations related to the maintenance and availability of the Online systems of the Integrated Library System (ILS).

Specific Duties

1. Bring the online systems down as scheduled.
2. Backup the database files.
3. Begin the batch processing for each online system.
4. Print reports.
5. Monitor and document system activities.
6. Deal effectively with Library staff and vendor support to report and resolve system problems.
7. Perform other duties as required.

Supervision

Received: Works under the supervision of the Manager of Computer Operations

Given: None.

Qualifications

Experience: Requires hands-on experience with computer systems using a high-level operating system (VMS, CMS, or similar), including command file programming and file editing. Experience with microcomputers is helpful.

Excellent written and oral communication skills are a definite must. Ideal candidate will be self-motivating and possess a high degree of analytical skills.

Job requires some lifting of boxes up to 40 pounds.

Qualified applicants will be able to work late evenings and occasional weekends.

University of Houston Libraries

Job Description

Position Description

Title: Computer Room Assistant
Classification: Student Assistant, Grade 3
Department: Administration
Responsible to: Computer Room Manager

General Function

Assists in operations related to the maintenance and availability of the Online systems of the Integrated Library System (ILS).

Specific Duties

1. Review each systems' overnight batch activites.
2. Print reports.
3. Deal effectively with Library staff and vendor support to report and resolve system problems.
4. Bring the online systems up as scheduled.
5. Monitor and document system activities.
6. Perform other duties as required.

Supervision

Received: Works under the supervision of the Manager of Computer Operations

Given: None.

Qualifications

Experience: Requires hands-on experience with computer systems using a high-level operating system (VMS, CMS, or similar), including command file programming and file editing. Experience with microcomputers is helpful.

Excellent written and oral communication skills are a definite must. Ideal candidate will be self-motivating and possess a high degree of analytical skills.

Job requires some lifting of boxes up to 40 pounds.

Qualified applicants will be able to work early mornings and Sunday.

Indiana University Libraries
Systems Office
Bloomington IN 47405
(812) 335-3403

I N F O R M A T I O N

INDIANA
UNIVERSITY
LIBRARIES

O N L I N E

26 June 1986

Excerpt from "Psychological Preparation for Automation" by Anne
Rimmer and R Bruce Miller

A basic guideline of IOLS [integrated online library system] project management at Indiana University has been that the library staff should be the ones who select, install, and use the system. This style of project management was consciously chosen because of the belief that the most successful implementation would be achieved if all of the operational aspects of the system were integrated into daily activities of the library. Success or failure of the system would be in the hands of the users. In other words, the systems office is responsible for providing a bridge between the library and the computer center and for making the technology available but it is library staff outside the systems office who have the final say regarding implementation schedules, training, development of new work flows, etc. As a result, the systems office is composed only of the Systems Officer; there is no other staff. The Systems Officer is a member of the Executive Committee which is composed of the chief administrative officers of the library. The Systems Officer also chairs and works closely with the Computerization Advisory Council, a constituency group that is charged to:

- 0 provide guidance in the selection of members of related committees, working groups, etc.
- 0 oversee the acquisition process
- 0 guide implementation planning
- 0 insure proper evaluation of the system
- 0 ascertain that all the needs of the libraries are met where possible.

The resultant committee structure is summarized on the following pages. To date there have been 164 team, working group, etc. appointments. This quantity underscores the enormity of a large system installation and suggests the true personnel cost for a computerization project even when the systems office is staffed only with one person. These teams and working groups form the de facto systems office for the Indiana University Libraries.

INDIANA UNIVERSITY LIBRARIES -- SYSTEMS OFFICE COMMITTEES

COMPUTERIZATION ADVISORY COUNCIL

Systems Officer, Chair

Head of computing center library team

Bloomington representatives:

Head of Reference

Instruction Librarian

Media Librarian

Head of Circulation

Head of Monographic Processing Services

Head of IO Catalog Management

Head of Serials Department

Subject and area librarian

Head of a branch library

Extra system library public services librarian

Director of a regional campus library

Director of an Indianapolis professional school library

Indianapolis public services librarian

ADMINISTRATIVE COMPUTING LIBRARY TEAM

Nine staff members from the computer center with full or part time responsibility to the library system

VENDOR CONTACTS

Individuals responsible for direct interaction with the vendor for specific functional areas:

Primary vendor liaison

Secondary vendor liaison

Data conversion specifications

Easy Access design

Documentation

Computing center library team leader

Data center

Training

IO INFORMATION LIAISONS

One representative for each regional campus library, for each Indianapolis library, for each extra system library, and the chair of each of the IO teams and working groups; charged to disseminate informally printed reports, agendas, and other information about the progress of system implementation

INDIANA UNIVERSITY LIBRARIES -- SYSTEMS OFFICE COMMITTEES

IO DATA CONVERSION TEAM

Chaired by the Associate Dean for Technical Services, most members are technical services staff from throughout the IU system, there is representation from the computer center and from public services; charged to develop database load specifications

IO EASY ACCESS TEAM

Various public service, technical service, computer center, and non-library representatives; charged to develop the OPAC easy access interface

IO TRAINING PLANNING TEAM

Charged to coordinate training activities and to direct the IO Training Resources Team

IO TRAINING RESOURCES TEAM

Specialists from each of the functional areas

IO CIRCULATION PLANNING TEAM

Circulation, technical services, and computing center staff; charged to direct the implementation process for the circulation module

FUNCTIONAL TEST WORKING GROUP

Charged to test the software installation

OPAC VDT SELECTION WORKING GROUP

Charged to select desirable traits for VDTs for OPAC, circulation, and technical services use

IO START-UP PLAN WORKING GROUP

Charged to develop the sequence of events for the OPAC implementation

INDIANA UNIVERSITY LIBRARIES -- SYSTEMS OFFICE COMMITTEES

CIRCULATION DEVELOPMENT TEAM

Responsible for the review of vendor/customer developed specifications for the circulation module

SERIALS CONTROL DEVELOPMENT TEAM

Responsible for the review of vendor/customer developed specifications for the serials control module

DISCHARGED TEAMS AND GROUPS

OCLC ARCHIVE RECORDS ANALYSIS WORKING GROUP

OPAC NEEDS ASSESSMENT WORKING GROUP

IO CIRCULATION LABELLING WORKING GROUP

PREPARATION FOR IO TEAM

REVIEW OF SERIALS/ACQUISITIONS SYSTEMS WORKING GROUP

WLN AUTHORITY FILE WORKING GROUP

INDIANA UNIVERSITY LIBRARIES
Bloomington, Indiana 47405

POSITION: Associate Librarian or Librarian, Systems Officer

AVAILABLE: July 1, 1983

ENVIRONMENT: Under the direction of the Dean of University Libraries, the Indiana University Libraries has three components which reflect the statewide responsibilities of the University: The Bloomington campus houses the University's research collections in the Main and Undergraduate Libraries, the Lilly Library (Rare Books), 14 branch libraries and 11 Halls of Residence Libraries; Indiana University-Purdue University at Indianapolis (IUPUI) is served by six libraries including Medicine, Dentistry and Law; the regional campuses, at six locations in the state, are served by campus libraries and supported by centralized Reference and Technical Services in Bloomington.

JOB DESCRIPTION: The Systems Officer reports to the Dean of the University Libraries and has responsibilities for the University-wide System. The Systems Officer is a member of the Libraries Executive Committee and works closely with members of the Executive Committee. He/She is responsible for planning, coordination, evaluation and implementation of computerization in the Indiana University Libraries. Responsible also for keeping abreast of developments in computerization and for informing library faculty and staff of these developments as appropriate. This position is the liaison with Administrative Computing and Academic Computing Services and other university offices as well as appropriate groups/agencies outside the university system.

QUALIFICATIONS: MLS from ALA-accredited library school; relevant experience might be substituted; current knowledge of appropriate library systems and the ability to analyze and recommend purchase of such systems; proven analytical and problem solving skills; ability to work well independently and with others; demonstrated ability to communicate effectively both orally and in writing; and ability to meet the responsibilities and requirements of a tenure-track appointment. Significant experience in research libraries and with appropriate automated library systems preferred.

SALARY: Dependent upon qualifications and experience. Minimum: \$20,000.

FRINGE BENEFITS: Vacation of twenty-two working days; liberal sick leave; Blue Cross/Blue Shield, major medical; group life insurance; and TIAA/CREF retirement plan.

APPLY: Anne Rimmer, Personnel Officer, Indiana University Libraries, Bloomington, Indiana 47405. Telephone: (812) 335-3403.

CLOSING DATE FOR APPLICATIONS: No earlier than April 30, 1983

INDIANA UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.



OMS

System and Procedures Exchange Center

Line Organization

LIBRARY SYSTEMS DEVELOPMENT STRUCTURE

During calendar year 1984, the University of Cincinnati's library system formulated and established an infrastructure through which the several stages of defining, acquiring, implementing, maintaining and developing library systems would be sustained.

The Systems Management Council was established as the management and policy-making body on all issues related to the development of library systems. Reporting to the Provost of the University of Cincinnati, the Council's membership is composed of one representative from each of the University's five library jurisdictions (i.e., University Libraries, Law, Medical, Clermont College and Raymond Walters College), a representative from the Systems Development Office and the chair of the Systems Operations Committee. The permanent chair of the Council is the Dean and University Librarian of University Libraries. (The Dean and University Librarian of University Libraries maintains administrative and budgetary control over the development of library systems with the budget for library systems included within the budget of University Libraries.) The responsibilities of or guiding principles for the Council have been articulated as:

- ° The University Libraries, the Medical Center Libraries, the Law Library, the Raymond Walters College Library, and the Clermont College Library have jointly undertaken the creation of an integrated bibliographic database serving the information needs of the scholarly and professional community of the University of Cincinnati. The following principles guide and direct decisions and planning.

- ° PARTNERSHIP:

These five library jurisdictions have formed a partnership which serves as the basis of this shared information network. System management and implementation is accomplished through participation from appropriate representatives of all jurisdictions. Consensus decision-making is the norm.

- ° SERVICE:

The network's primary goal is to serve the information needs of the scholarly and professional community of the University of Cincinnati, and particularly the unique needs of each jurisdiction's users. The effective control and management of costs should not compromise this goal.

- ° FLEXIBILITY:

This shared bibliographic database is the core of an integrated library system. However, effective implementation, operation and utilization of this database is accomplished at the local level whenever possible. The system design is to be sufficiently flexible so that individual jurisdictions can meet the unique information needs of its users. Only those aspects which can be done more effectively at the system level are to be done at that level. System design and implementation accommodates and supports local enhancements developed in applied research settings.

° PLANNING:

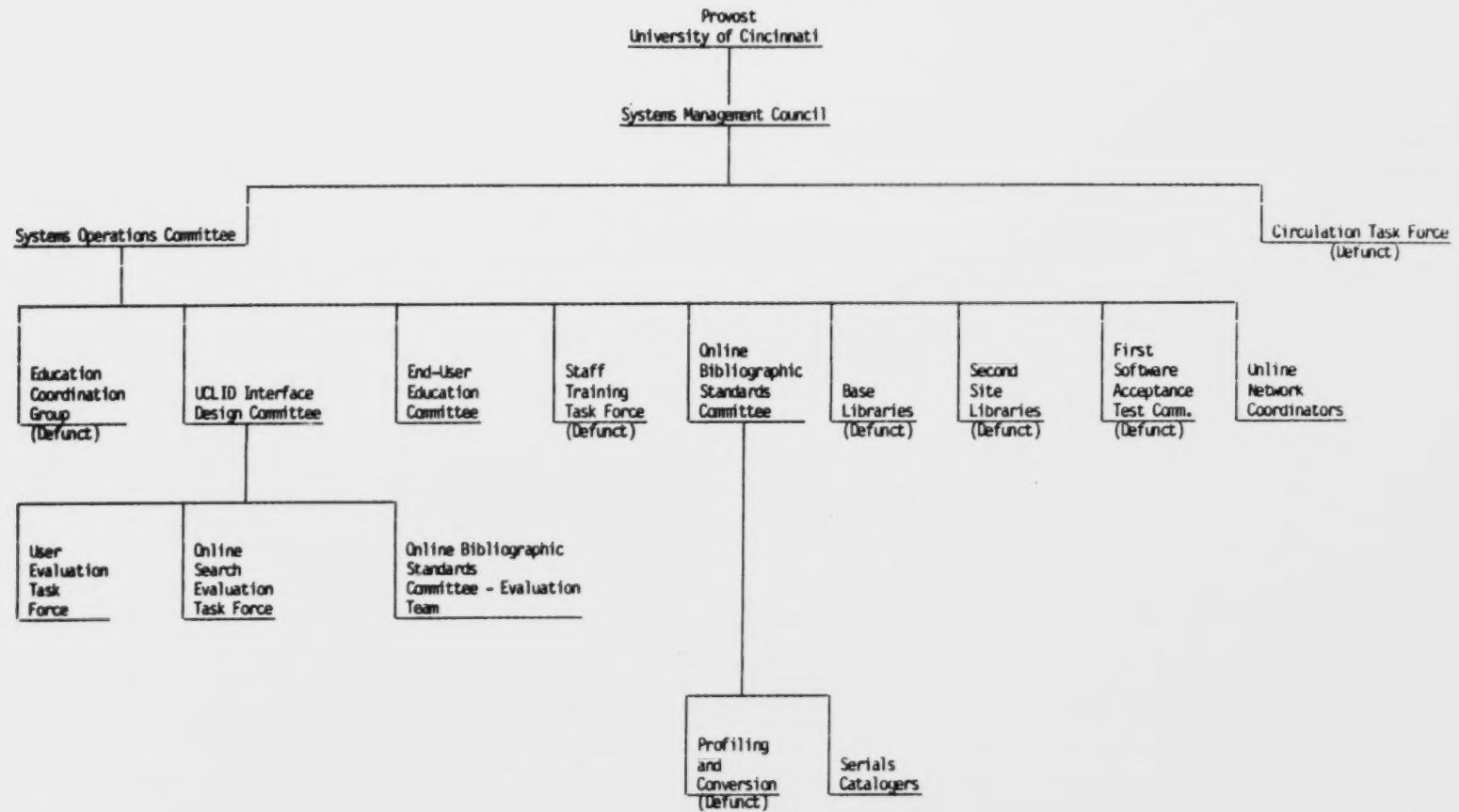
Future developments and enhancements to the system are guided by needs common to all users as well as the special needs of the users of each jurisdiction. Strategic decisions are made in the context of University-wide information planning.

The Systems Operations Committee was established as the body with responsibility for the implementation and operation of library systems. The Committee reports to the Systems Management Council and it carries out the directives of the Council. The Committee's membership is composed of one representative from each of the five library jurisdictions (i.e., University Libraries, Law, Medical, Clermont College and Raymond Walters College), a representative from the University of Cincinnati Computing Center, the director of the Systems Development Office, and a small number of specialists within the library system who possess expertise with particular library and automation functions (e.g., cataloging, online database searching, programming). The chair of the Committee is elected by the representatives from the five library jurisdictions and he/she must be chosen from among these representatives. The charges of the Committee have been articulated as:

- ° Review expertise as needed and obtain experts.
- ° Review current committees; name new committees and task forces as needed, providing charges to all.
- ° Provide state-of-the-system and prioritization reports to the Systems Management Council.
- ° Work closely with the Systems Development Office to give direction in matters of implementation, operations and prioritization.
- ° Elect its own chair to serve for 1 year, who also serves ex officio on the Systems Management Council.
- ° Plan, maintain and monitor operations consistent with policies.
- ° Develop an operational mode that assures continuity, e.g., assistant chair.

To support their activities, the Systems Operations Committee and the Systems Management Council have established committees and task forces. These groups are charged with the responsibility of investigating and evaluating specific aspects of developing library systems, and of recommending feasible action plans or reporting study results to the appropriate group. The memberships of particular committees and task forces are composed of individuals who possess relevant expertise and who are representative of the five library jurisdictions. These support groups continue to function until charges are accomplished. The provision exists for the establishment of new committees and task forces as warranted by the development of library systems at the University of Cincinnati.

LIBRARY SYSTEMS DEVELOPMENT STRUCTURE



8/86

SUMMARY OF CURRENT OPERATION

The automation project for the libraries of the University of Cincinnati is a cooperative project involving five separate library jurisdictions. These include: University Libraries, which administers a general library and 13 college and departmental libraries; Medical Center Information and Communications (MCIC), which administers 3 Medical Center libraries; Marx Law Library; Clermont College Library; and Raymond Walters College Library (RWC). The steering committee which establishes policy and makes decisions is the Systems Management Council (SMC). The membership includes the Directors of the five library jurisdictions and the Director of Library Systems Development, who serves in an informational capacity.

The directives of SMC are acted upon by the System Operations Committee (SOC), which oversees the general operation of the project. The members of this committee include representatives from all five jurisdictions, the Director of the Library Systems Development, and experts from the computing center and project-related committees who serve in an ad hoc basis. The chair is elected by and from the jurisdictional representatives.

The Director of Library Systems Development reports to the Chairman of the Systems Management Council. The Systems Development Office (SDO) is administered by the Director of Library Systems Development. The Office includes two assistants to the Director, one of whom performs largely technical tasks which interface with the computing center, and the other performing largely administrative and technical tasks which interface with library staff. Full-time secretarial support is provided. The Library Systems Development Office is responsible for the day-to-day operation of the library project.

The project uses the services of University of Cincinnati Computing Center (UCCC) personnel. These include the full time services of a Senior Systems Engineer and a Senior Programmer who report to an Area Systems Manager who is .5 FTE for the library project. The Area Systems Manager coordinates these activities with the Director of Library Systems Development. Because the library system is mounted on one of the University's mainframes, technical support is provided by UCCC. The Director of Library Systems and the managers of UCCC technical services meet regularly to exchange information and resolve technical issues (Library/Operations group).

CURRENT POSITION GUIDES

° Director, Library Systems Office

Under direction of Systems Management Council, facilitates the management of the system and assists in planning. Responsible for technical coordination of automated systems for all libraries of the University of Cincinnati. Reports to the Chair of Systems Management Council.

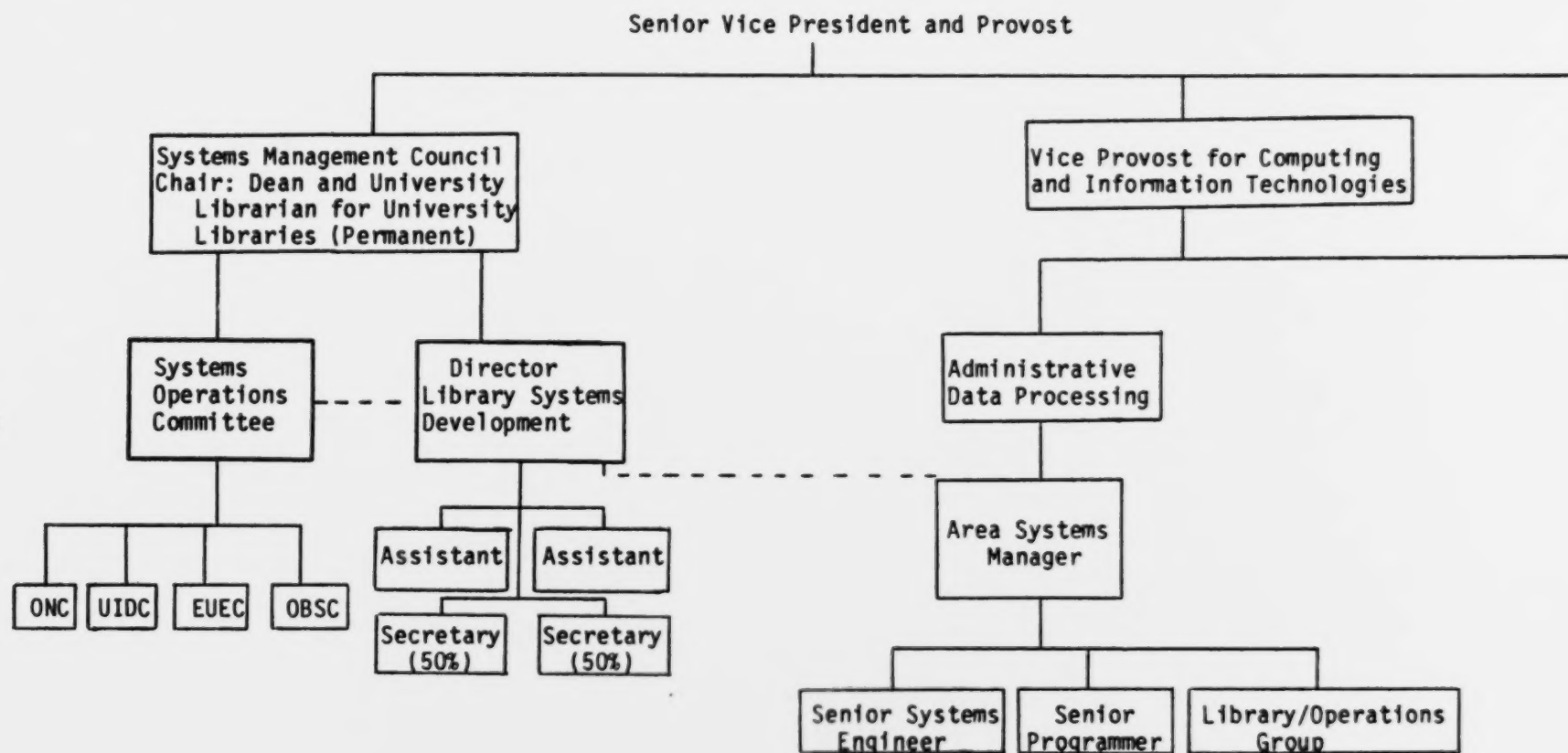
Manages technical operations of the system. Coordinates short and long range automation plans in consultation with appropriate library and university representatives, and advises the Systems Management Council. Serves as representative to and liaison with outside vendors. Serves as representative to and liaison with appropriate automation planning groups, including the university computer center and purchasing department. Recommends, monitors and reports on systems development budget. Serves as resource on systems technology. Supervises Systems Development Office staff.

QUALIFICATIONS: MLS from ALA-accredited library program or suitable combination of education and experience. Data processing, systems design, and management experience in a library setting. Demonstrated record of increasing responsibility in a library setting. Effective organizational, communication, and human relations skills.

° Assistant to the Director, Library Systems

Assists Director, Library Systems Development, in the coordination of the many complex activities comprising installation and operation of on-line library systems in all five (5) UC Library jurisdictions. This includes: assisting libraries to prepare, install and operate online public catalog/circulation system and additional modules as acquired; working with existing systems development committees to refine tasks that must be completed before and during system installation; assisting Director and libraries staff in identification of resources needed; serving as liaison with library automation committees as appropriate; assuring useful and timely communication between the Office of the Director and the committees; identifying possible additional sites for computer assistance in libraries and University resources which could be used to further educate libraries staff about computing technology; serving as the Director's representative with UC, local libraries and regional groups as necessary. Required: A Bachelor's Degree in a related field or an equivalent combination of education/experience in a related field; one to three years' related experience including extensive work with OCLC/MARC formats and at least one database management systems; ability to communicate effectively both orally and in writing demonstrated through experience in staff and/or user training and development of written support documentation. Prefer: ALA-accredited Master's in Library Science; programming and systems analysis course work; two to four years' supervisory or coordination experience.

- ° An administrative assistant position has been approved and the responsibilities of the position are being defined.



UNIT NAME: Systems Office (Office of the Assistant University Librarian for Systems)

PRINCIPAL ADMINISTRATOR: Assistant University Librarian for Systems

PARENT UNIT: Office of the Vice President and University Librarian

SUB-UNITS: Data Processing Control Unit

ROLE: To provide leadership, analytic, developmental, and technical support, and production control regarding computer-based systems and services and their users.

OBJECTIVES:

1. Reliable production control of systems.
2. Effective representation of systems activities and requirements.
3. Responsive technical support of users of systems.
4. Appropriate analytic support of systems planning and problem solving.
5. Active promotion of technological innovation and change.
6. Objective and comprehensive coordination of information about and experience with systems.
7. Efficient and timely development and maintenance of systems.
8. Dependable installation and repair of systems equipment.

FUNCTIONS:

1. Perform cost, workflow, and other analyses in support of systems planning.
2. Develop statements of needs for and requirements of systems.
3. Procure and implement systems.
4. Design and implement systems.
5. Evaluate systems.
6. Maintain and enhance systems.
7. Control production operations of systems.

8. Provide basic training and reference documentation for systems users.
 9. Assist managerial and supervisory staff in assuming departmental responsibility for the above.
 10. Collect and organize pertinent systems vendor and product information.
 11. Communicate about systems with other areas of the University, other libraries, and other parties in general.
 12. Offer advice and assistance with equipment installation and repair.
-

KEY WORKING RELATIONSHIPS - INTERNAL:

1. Group Directors, Distinctive Collection Librarians, and Assistant University Librarians.
2. Assistant Directors and Department Heads.
3. Librarians and supporting staff.

KEY WORKING RELATIONSHIPS - EXTERNAL:

1. Columbia University Center for Computing Activities.
2. The Research Libraries Group and its members.
3. Biblio-Techniques, Inc.
4. Office of the Controller.
5. Personnel Office and Student Information Service.
6. Purchasing Department.
7. Personnel and Registrar departments and computer centers of Barnard College, Teachers College, and Union Theological Seminary.
8. Numerous vendors and service purveyors.

REPORTS:

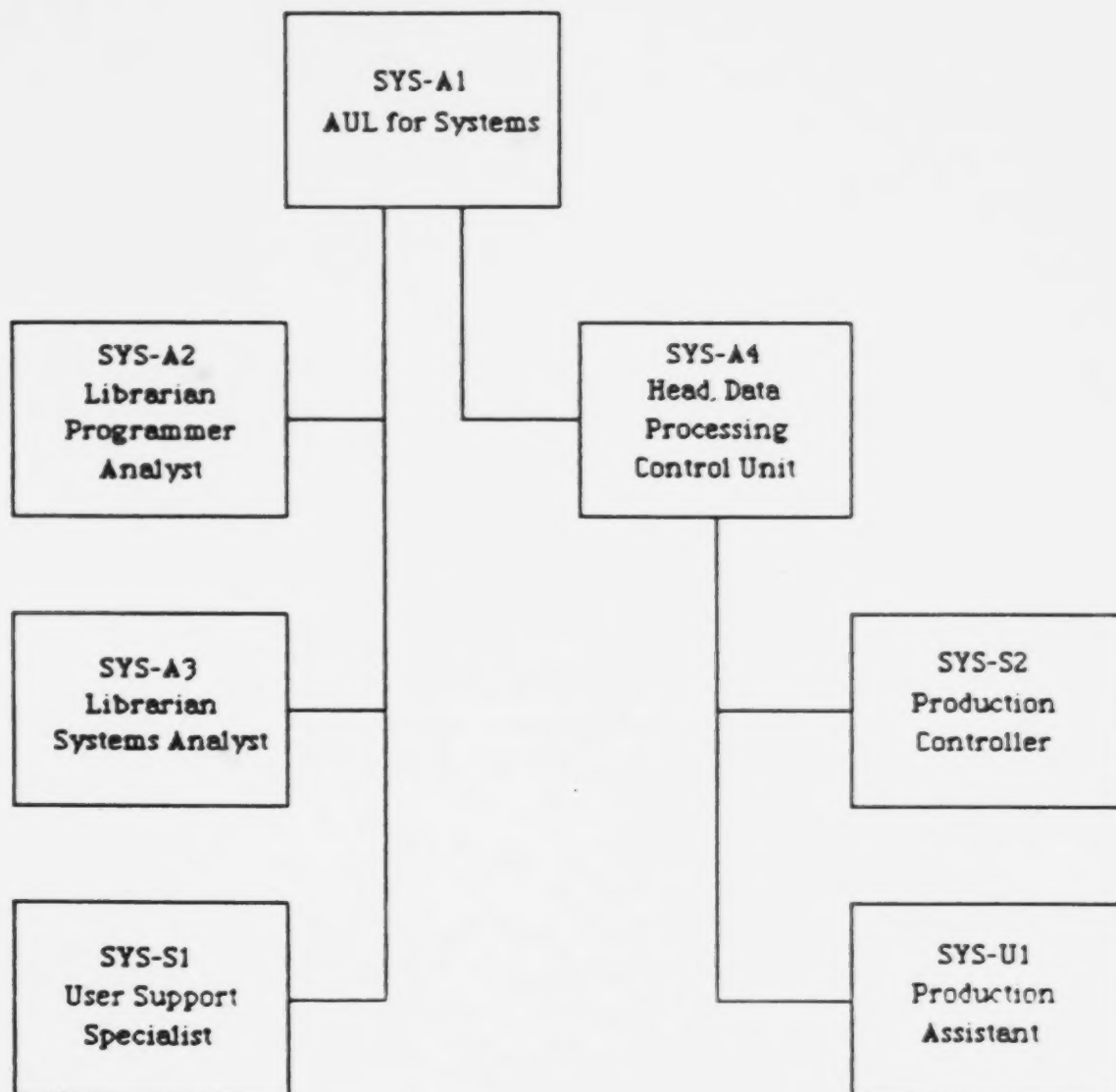
1. Standing agenda item, bi-weekly meeting of the (Operations and) Planning Council.
2. Project reports as timing and other needs dictate.

PERFORMANCE AND EVALUATION CRITERIA:

1. Adherence to systems production and development schedules.
2. Completeness and physical appearance of systems outputs.
3. Error rates observed in systems inputs.
4. Time required to acquire new systems or to develop system improvements.
5. Adherence to systems acquisition and development budgets.
6. Attitudes of staff toward systems users.
7. Satisfaction of users with systems.
8. Time required to respond to requests for assistance with information needs or equipment problems.

COLUMBIA UNIVERSITY LIBRARIES
Office of the Assistant University Librarian for Systems

Reporting Relationships Chart -- March 24, 1985



UNIT NAME: Data Processing Control Unit

PRINCIPAL ADMINISTRATOR: Head, Data Processing Control Unit

PARENT UNIT: Systems Office (Office of the Assistant University Librarian for Systems)

SUB-UNITS: None

ROLE: To provide technical support and production control regarding computer-based systems and services and their users.

OBJECTIVES:

1. Reliable production control of systems.
2. Responsive technical support of users of systems.
3. Efficient and timely development and maintenance of systems.
4. Dependable installation and repair of systems equipment.

FUNCTIONS:

1. Draft and observe production schedules.
 2. Receive and validate system inputs.
 3. Produce, certify, and distribute system outputs.
 4. Maintain production records and back-up files.
 5. Provide basic training and reference documentation for systems users.
 6. Offer advice and assistance with equipment installation and repair.
 7. Insure adequate inventories of pertinent supplies and forms.
 8. Undertake special data entry projects.
 9. Suggest and participate in effecting improvements in systems and services.
-

KEY WORKING RELATIONSHIPS - INTERNAL:

1. Butler Library Circulation Department and Burgess-Carpenter Library.

2. College Library, Business/Economics Library, Lehman Library, Library Service Library, and Engineering Library reserve operations.
3. Book Acquisitions Department.
4. Library Information Office.
5. Users requiring assistance with equipment installation and repair.

KEY WORKING RELATIONSHIPS - EXTERNAL:

1. Columbia University Center for Computing Activities.
2. Office of the Controller.

REPORTS:

1. Weekly schedule/performance report.
2. Monthly forms/supplies inventory.

PERFORMANCE AND EVALUATION CRITERIA:

1. Adherence to systems production schedules.
2. Completeness and physical appearance of systems outputs.
3. Error rates observed in systems inputs.
4. Attitudes of staff toward systems users.
5. Satisfaction of users with systems.
6. Time required to respond to requests for assistance with equipment problems.

CORNELL UNIVERSITY

CORNELL UNIVERSITY LIBRARIES
Systems Office

Personnel July 1986

Lynne Personius, Director. She still has her official appointment in Computer Services but is carried on the library payroll and reports to the Assistant University Librarian for Systems (when appointed). Until that position is filled, she reports to the University Librarian and, for planning of library automation, the acting coordinator of the automation project. No job description available.

Senior Project Leader. Job description attached.

Training Librarian. Half-time, temporary appointment. Job description attached.

Systems Librarian. Half-time, temporary appointment. Job description attached.

Technical Coordinator. Job description attached.

Secretary.

CORNELL UNIVERSITY
NONACADEMIC POSITION DESCRIPTION

This completed form must be approved by the department head when requesting position classification or reclassification by the Compensation section of University Personnel Services, 107 Day Hall. Both sides of the form must be completed. Please type.

Position title: Project Leader, Sr.

Working title, if any:

Title of immediate supervisor: Director, Library Systems Project

Unit/Department: University Libraries

Employee in position, if any:

Department head approval:

PSG representative approval:

Lynne X Perovius

Date:

8/23/85

Jarolyn A. Rytula

Date:

8/19/85

Personnel use only

Line no., if any:

Grade: T-Code:

FLSA: ☐ Exempt ☐ Non-exempt

☐ Original ☐ Revision

Personnel approval:

Date:

Prepared by:

Main Function

Summarize responsibilities in 1-2 sentences:

Under very general direction of Director, primary consultant to the Library in the development of large scale computer-based Library systems. Plans and directs systems analysis, design, and implementation of priority involving development of new online catalog, circulation systems, acquisitions systems, serials control systems, and their supporting methods and procedures.

Duties and Responsibilities

Include appropriate percentage of time spent in each area, or list in order of decreasing priorities:

Project Management

Determines and approves general systems design approach, evaluating data base considerations as required.

Manages large projects typically staffed with technical personnel, vendor personnel and outside consultants.

Assists in the formulation of project objectives against which the installed system will be measured.

Provides guidance to Library management regarding the application of information systems to attain objectives.

Coordinates project with other projects and activities to ensure efficient use of resources.

Reports progress to management and obtains support to solve problems/implement changes.

Ensures project completion within time and cost constraints.

Directs System Implementation

Supervisory

Supervises technical staff, evaluating performance, recommending salary actions, promotions, new hires, terminations.

Reviews all work efforts of project team to ensure quality, compatibility, and adherence to policy/standards.

(Duties and Responsibilities, cont'd.)

Provides technical guidance and training to project staff.

Guide staff goal setting.

Analyst

Develop detailed systems functional specifications and database for detail file design.

Write proposals, design specifications and program specifications as required, such as specs for bibliographic data file conversion or specs for online public access catalog screens.

Provide manpower estimates to management, etc.

Maintains current knowledge of computer, maintains proficiency in ADABAS DBMS.

Performs analysis of either internal or external software, including ADABAS monitoring.

Supervises installation of security measures for various library departments.

Supervises writing of user manuals.

(Continue on additional sheet if necessary.)

Supervision of Others

Include title and grade:

Administrative and functional supervision of project members.

Knowledge/Experience Requirements

Minimum education or equivalent experiences, licenses, skills, etc.:

Bachelor's degree or equivalent, preferably in computer science, accounting, mathematics, statistics, business administration or engineering. System design experience is desirable. Minimum 9 years experience, two of which must be as a project leader having supervisory responsibility. Prior programming experience required. Some data base design and management experience is preferred plus knowledge of mini/microcomputers. Written and oral communication and interpersonal skills must be well developed.

Contacts

Include internal and external, level and frequency:

Computer and library personnel and management throughout the University, vendors, consultants, computer personnel at other institutions.

Working Conditions

Summarize, include undesirable conditions or potential hazards:

Normal

Physical Demands

Types and frequency of physical efforts; for example, lifting, visual concentration, standing.

Visual concentration

JOB DESCRIPTION

JOB TITLE: Training Librarian
SUPERVISOR: Director, Library Automation Project
DEPARTMENT: University Libraries

MAIN FUNCTION

The Training Librarian is responsible for planning and implementing activities to train and educate library staff in the use of automated systems.

DUTIES AND RESPONSIBILITIES

- Coordinates the training program for the BLIS integrated library information system.
- Develops, coordinates, and when needed conducts training programs for the RLIN system.
- Develops user manuals, training materials, and public information about automated systems and services.
- Coordinates the Libraries' activities with programs offered at Cornell University and elsewhere. Keeps the file of available training programs.
- Serves as liason between the Libraries' systems staff and library units to interpret automation needs and plans.

QUALIFICATIONS

MLS from ALA accredited library school, with 3-5 years experience in public service in a large research library. Excellent oral, written, and interpersonal communication skills a must. Experience with a large bibliographic utility such as RLIN, demonstrated training skills.

10/28/85

JOB DESCRIPTION

JOB TITLE: Systems Librarian
SUPERVISOR: Director, Library Automation Project
DEPARTMENT: University Libraries

MAIN FUNCTION

The Systems Librarian provides support for the University Library in the use of automated systems, microcomputers, and other related issues. Experience in the field of Library Science will qualify individual able to develop appropriate applications. The Systems Librarian will develop training programs for Technical Services Personnel in the use of automated systems. He/she will be responsible for collecting library data and statistics as needed for the Library Administration.

DUTIES AND RESPONSIBILITIES

- Coordinates microcomputer training with other training offered on campus.
- Training programs for tech services staff in use of RLIN and BLIS.
- Maintain up-to-date knowledge of equipment choices -
 - Attend appropriate training
 - Read trade journals
 - Test options, when available.
- Data transfer support for downloading information from mainframe data bases.
- Chair library PC Users group.
- Write microcomputer programs.
- Establish software standards for microcomputer use within the Libraries.
- Maintain current knowledge of library systems -
 - Journals, conferences.
- Participate in the selection of microcomputer software.
- Develops user manuals, documentation and instructional materials for automated systems.
- Systems analysis in support of library automation projects.
- Data Collection Analysis for Library System in cooperation with Coordinator of Reference & Information Services.

QUALIFICATIONS

- MLS from an ALA accredited library school, 3-5 years experience in library science.
- Three years experience with microcomputer applications in a Library science.
- Detailed knowledge of IBM PC, Apple MacIntosh micromputers.

10/25/85

CORNELL UNIVERSITY LIBRARIES
Systems Office

Position Description: Technical Coordinator

Main Function

The Technical Coordinator is responsible for providing technical support in all areas of the library's automated systems environment. This includes coordination of the RLIN system and external database services. Under direction of the Library Systems Office Head, the Technical Coordinator acts as liaison with library network utilities including the coordination of equipment maintenance and installation. The Technical Coordinator will be involved in training, education, and support for library staff in the use of microcomputer software and acts as the primary contact with Cornell Computer Services on production control issues and network communication.

Duties & Responsibilities

- | | |
|-----|--|
| 20% | Perform coordinating function for the libraries' external databases computer search services including vendor relations, administrative details, equipment purchases, installation and repair. |
| 10% | Perform installation of peripheral hardware and coordinate installation of other hardware as required. |
| 20% | Make independent initial determination of equipment maintenance and repair needs and initiate contact with repair vendors where appropriate. Perform certain equipment repairs. |
| 10% | Assist users, both professional and technical library staff, in resolving problems/difficulties with micro-computers and conduct diagnostic reviews. |
| 15% | Provide initial follow-up instruction/training of library's professional and technical staff in use of micro-computer and its various software packages. |
| 5% | Develop and organize instruction manuals to aid in communicating effective utilization of application to users. |
| 10% | Provide support in developing, maintaining and overseeing administrative details such as reports, procedures, logging systems and documentation. |
| 5% | Provide primary contact with Cornell Computer Services on production control issues and network communications. |
| 5% | Perform special related assignments as requested. |

/lb
10/3/84

THE IMPLEMENTATION AND OPERATION OF INTEGRATED/INTERFACED SYSTEMS
IN ARL LIBRARIES

UNIVERSITY OF GEORGIA

OUTLINE OF ISSUES

DESIGN DECISIONS

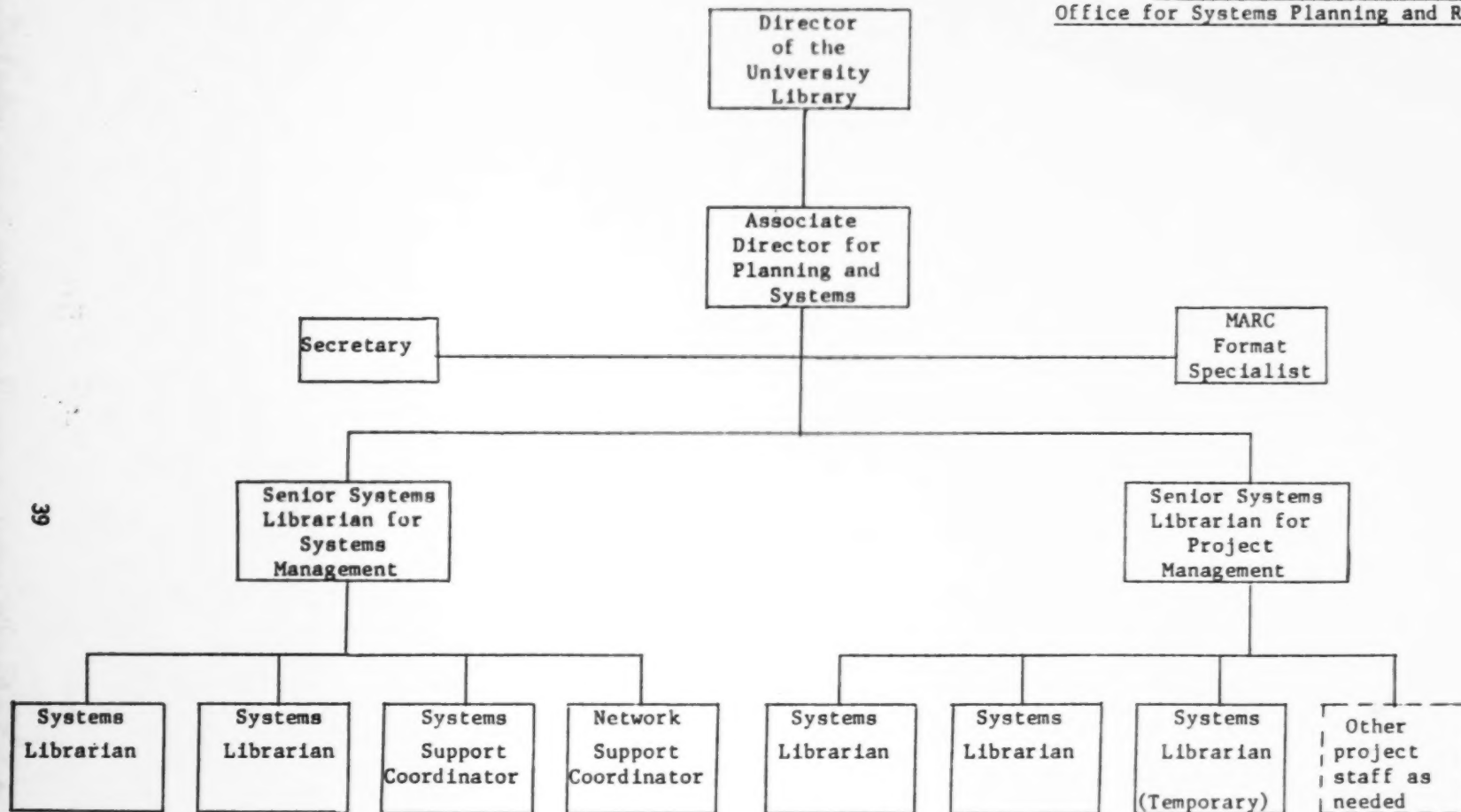
The integrated system at the University of Georgia Libraries is an in-house developed system which was implemented for the libraries use on July 1, 1978. The system is called MARVEL (Management of Resources for University Libraries), and it currently supports library activities in collection development, ordering, receiving, fund-accounting, circulation, and an on-line catalog. The system is not exclusively bibliographic; that is, it is essentially a database management system, composed of ca. 60 related files. Data elements for a particular system function are stored in these separate files, and depending upon the the profile of the user, they are assembled for each query. This provides both system flexibility and an improved file organization.

SYSTEM IMPLEMENTATION AND OPERATION

Placement of Responsibility. There is an historical commitment to the MARVEL system by the university administration, the computer center, and the library. The library benefits from a high degree of support and cooperation from the university computer center. Administratively, the library supports the salaries of seven programmers who work on the Library Automation project in the computer center. Within the library, system responsibilities reside in the library Systems office which acts as an information resource for the library staff and as the communications and planning liaison with the computer center.

Systems planning is accomplished within a committee structure involving library staff. There are three primary groups involved with planning: the Database Task Force which focuses on the data in the system, data entry procedures, and upgrades to the information; the Online Catalog Committee focuses upon the online catalog, screen displays for the public, and enhancements to searching and movement in the catalog; and, the Systems Group, composed of the Director, Assistant Directors, Assistant Director of Project Services (Computer Center), and the Systems Librarian, serves as the primary planning group. Based in part upon recommendations forwarded from the Database Task Force and the Online Catalog Committee, the Systems group sets priorities, allocates resources, and monitors the progress of system activities.

Harvard University Library
Office for Systems Planning and Research



HARVARD UNIVERSITY

July, 1986

HARVARD UNIVERSITY LIBRARY
CAMBRIDGE, MASSACHUSETTS 02138

MARC Specialist Librarian, Harvard University Library

Provide analysis, interpretation, and recommendations concerning the use of the MARC formats as a member of the Office for Systems Planning and Research. Duties include monitoring changes in the MARC formats and cataloging practice, documenting changes in the implementation of the MARC formats by LC, OCLC, RLIN, and Harvard, working with Library staff on the specification and development of MARC-based projects, serving on University Library committees concerned with automated cataloging, and generating various specialized products and services from MARC data.

Qualifications: MLS degree; at least 1 year of cataloging experience using AACR-II and automated systems, knowledge of the MARC formats, required. Experience in research libraries, demonstrated written and verbal communications skills, and experience in cataloging a wide range of materials desirable.

Rank: Librarian I or Librarian II, depending on qualifications.

Salary: Librarian I: \$16,800 minimum
Librarian II: \$19,950 minimum

Available: Immediately

Major benefits: One month's vacation; 10.5 holidays; generous sick leave; choice of health plans; life insurance; University-funded pension plan; tuition assistance.

Resumes to: Karen N. McFarlan
University Personnel Librarian
Harvard University Library
Widener Library
Cambridge, MA 02138

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

14 March 1984

12-Jun-85

OSPR POSITION DESCRIPTION

POSITION: SENIOR SYSTEMS LIBRARIAN - SYSTEMS MANAGEMENT

DESCRIPTION: Responsible for the operation and enhancement of all major automated Harvard Library systems.

Duties include:

- *Supervises professional and support staff responsible for:
 - Daily systems operation
 - Ordering and installation of terminal and telecommunications hardware
 - Maintenance of telecommunications network
 - Maintenance and enhancement of production software
 - User documentation and training
 - Supporting special projects and products at the request of individual libraries
- *Helps prepare and monitor operational budgets
- *Serves as liaison to committees concerned with Harvard Library systems and automation
- *Works with and advises operational and management staff in libraries concerned with using automated systems
- *Monitors developments in libraries and library automation to advise on appropriate directions for systems development

12-Jun-85

OSPR POSITION DESCRIPTION

POSITION: SENIOR SYSTEMS LIBRARIAN - PROJECT MANAGEMENT

DESCRIPTION: Responsible for the planning and execution of major systems development projects.

Duties include:

- *Supervises professional and support staff working on development projects
- *Prepares functional specifications and formal project plans
- *Prepares and implements plans for overall system design, development, testing, installation, and technical documentation
- *Manages and participates in software selection and/or development
- *Manages and participates in hardware selection, procurement, and installation
- *Helps prepare and monitor project budgets
- *Serves as liaison to committees concerned with systems development
- *Monitors developments in the fields of computing and library automation to advise on appropriate directions for systems development

HARVARD UNIVERSITY LIBRARY

CAMBRIDGE, MASSACHUSETTS 02138

SYSTEMS LIBRARIAN IN THE HARVARD UNIVERSITY LIBRARY

Provides analysis and programming for computer applications in the Harvard University Library as a member of the Office for Systems Planning and Research. Duties include systems analysis for computer applications, systems design and specification, programming, and documentation. Position may involve significant responsibility for a large-scale automated catalog system.

Qualifications: Two years of experience in systems analysis and computer programming, competence in at least one higher level programming language, familiarity with automated library applications, library science degree or equivalent experience. Preference given to candidates who have experience with MARC and with IBM operating systems. Competence in PL/1 or BAL, prior experience in research libraries, and familiarity with CICS and VSAM desirable.

Rank: Librarian II or III depending on qualifications.

Salary: Librarian II: \$19,950 minimum
Librarian III: \$24,150 minimum

Available: 3 January 1984

Major benefits: One month's vacation, 14.5 holidays, generous sick leave, choice of health plans, life insurance, University-funded pension plan, tuition assistance.

Resumes to: Karen N. McFarlan
University Personnel Librarian
Harvard University Library
Wadsworth House
Cambridge, MA 02138
(617) 495-3650

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

1 December 1983

POSITION DESCRIPTION

01-Mar-85

POSITION: Network Support Coordinator

FUNCTION: Under general direction helps coordinate and maintain a distributed network of more than 100 terminals, and aids users of a complex on-line system.

TYPICAL

DUTIES:

Analyses teleprocessing and terminal malfunctions to determine repair responsibilities.

Coordinates with telephone company, Harvard Computing Center, and equipment suppliers for installation & maintenance of terminal and telecommunications equipment.

Helps install equipment as necessary.

Maintains records of equipment and telecommunications network configuration.

May provide training and assistance to users of complex computing system.

May share other responsibilities for the operation of the system.

Other related duties as assigned.

Qualifica-
tions:

Some education beyond High School.

Experience with terminal and/or telecommunications equipment desirable.

Demonstrated communications skills.

MIT LIBRARIES

Descriptive Summary of the Systems Office

July 1986

Introduction

The present Systems Librarian was hired in December 1984 into a newly-created professional staff position. The position was placed under the Associate Director for Administration, as it was to focus on automation efforts both in technical and public services and was not limited to either of these areas. This organizational structure has worked quite well. In 1985/86, the Systems Office, headed by the Systems Librarian, functioned for the first time as a separate department with its own budget and personnel.

The Systems Office is responsible for the implementation and operation of Barton, the integrated Geac system in the Libraries. The Systems staff are also involved with other automation efforts and projects within the Libraries, as well as with joint Institute/library automation ventures. The Systems Librarian participates as well in short-range and long-range automation planning.

The Systems Librarian serves on Library Council (composed of the library Department Heads) and the Automation Planning Committee (composed of the Director, the three Associate Directors, and the Systems Librarian). The Systems Librarian also chairs the Geac Implementation Coordinating Group and is a member of the Boston Library Consortium Automation Committee.

An organization chart of the MIT Libraries is attached, as well as a Geac planning organization chart.

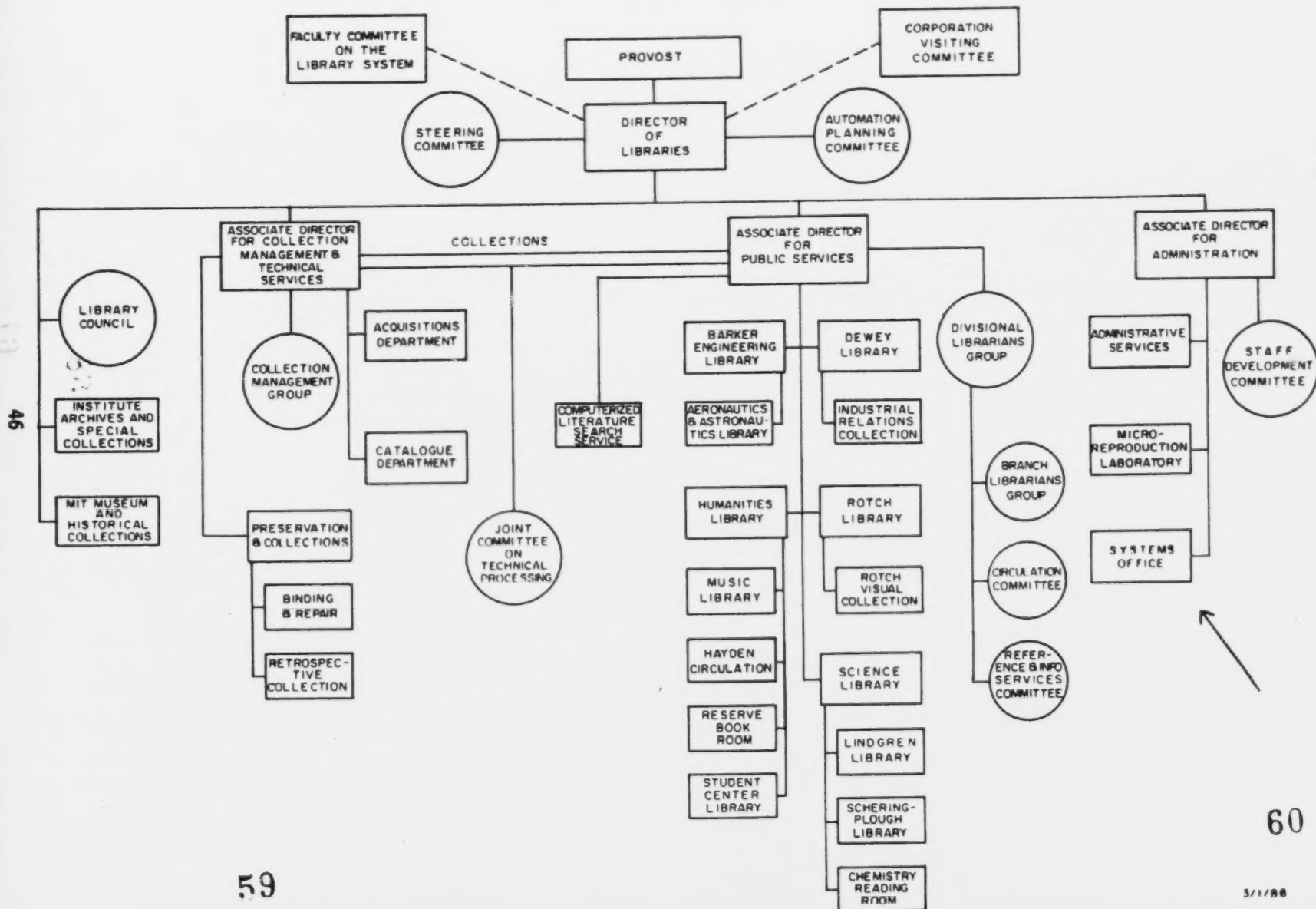
Staffing

The present staffing of the Systems Office is as follows:

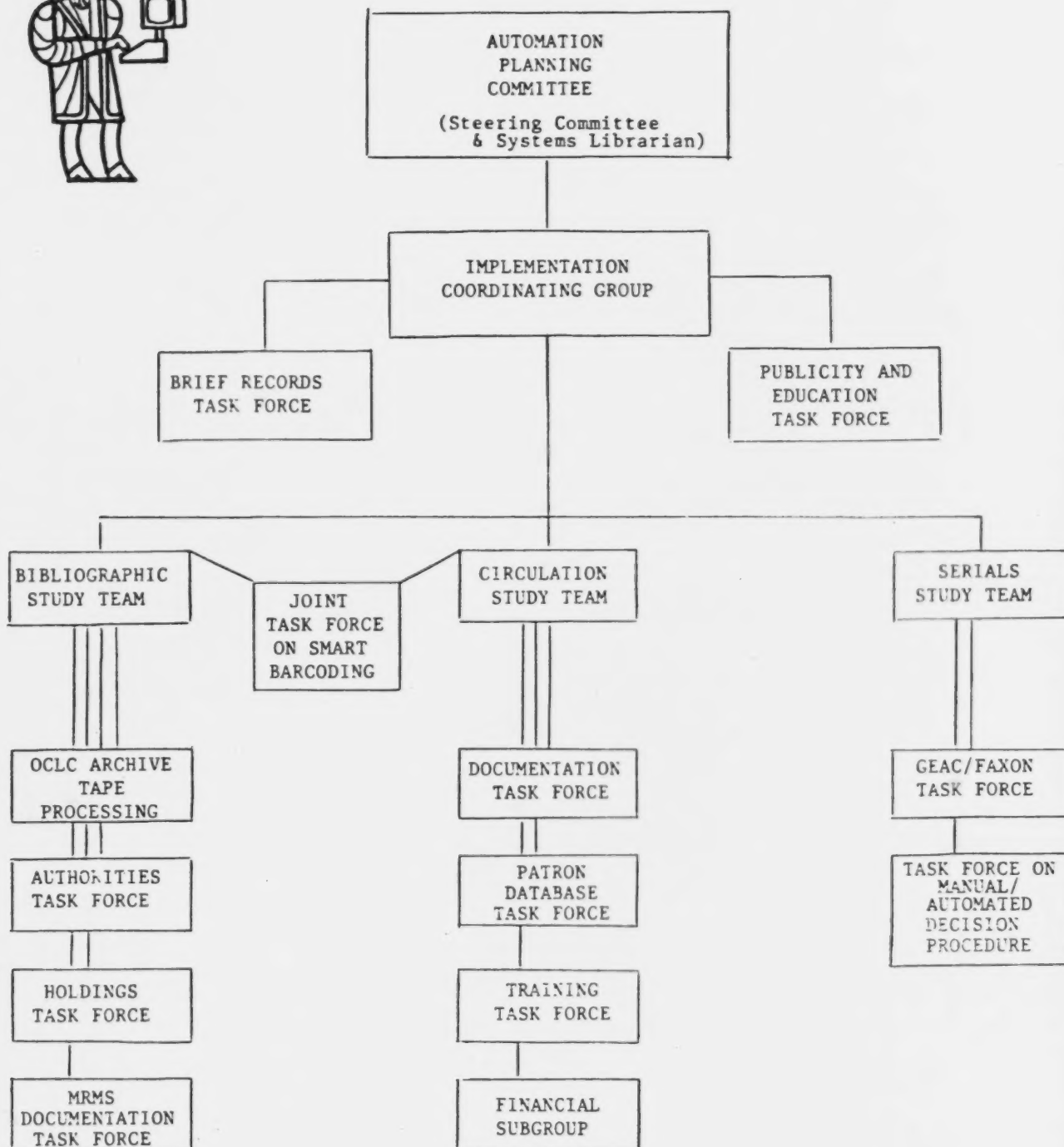
- Systems Librarian (Librarian IV)
- Data Processing Coordinator
- Senior Computer Operator
- Computer Operator (part-time/evenings)
- Student Computer Operator (part-time/weekends)

Detailed job descriptions are attached.

MIT LIBRARIES TABLE OF THE ORGANIZATION



MIT LIBRARIES
GEAC PLANNING ORGANIZATIONAL CHART



Other Groups Involved in Geac Planning

Branch Librarians Group
Catalogue Department Management Team
Circulation Committee
Circulation Policies Task Force
Collection Management Group
Divisional Librarians Group

Geac Procedures Coordinating Group
and Subgroups
Joint Committee on Technical Processing
Reference & Information Services Committee
Reserve Policies Task Force
Reserve Working Group



The Libraries
Massachusetts Institute of Technology
Cambridge, Massachusetts, 02139

Office of the Director

ANNOUNCEMENT OF STAFF VACANCY

Systems Librarian (Librarian IV)

The MIT Libraries include five major subject libraries (architecture and planning; engineering; humanities; science; and social sciences and management) as well as several branch libraries and specialized areas. The collection contains more than 1.9 million printed volumes, more than 20,000 current subscriptions and extensive collections of microforms, maps, slides, photographs, scores, sound recordings, manuscripts, museum objects, motion pictures and videotapes. The Libraries is a member of NELINET and has used OCLC for cataloguing since 1974 and for interlibrary loan since 1978. It is an active member of the Boston Library Consortium and is participating in its online union list project. Recently it has contracted with GEAC Computers, Inc. for automated circulation and MARC records management systems.

DESCRIPTION

Under the general direction of the Assistant Director for Administration, plans for and coordinates the utilization of new technologies to enhance library operations and services with the long-range goal of an integrated online library system linked with national and regional networks. Manages and oversees the operation of existing automated systems and plans for and participates in the selection of new and/or existing systems which will include acquisitions, serials control, online catalogue and other systems. Prepares documentation for recommendations including feasibility studies, cost-benefit studies and statistical analyses. In consultation with operational managers and staff, prepares specifications for vendor-based systems and plans and oversees the implementation of systems decisions including both the acquisition and integration of new systems and the enhancement of existing systems. Coordinates and directs the work of task forces and committees which are involved in systems projects. Monitors network and vendor documentation. Monitors the security and integrity of the Libraries' data bases and programs. Supervises staff assigned to systems operations and coordinates and directs the work of staff members assigned to systems projects.

Serves as a resource to the Libraries administration on long-range planning for automation. With other department heads, serves as a member of Library Council, a system-wide administrative group. Serves as a primary link to automation projects within the Institute. Maintains current awareness of developments in relevant technologies, bibliographic utilities and networks as they apply to library operations and maintains effective relationships with appropriate staff within the Institute, other university libraries and with vendors of library systems.

QUALIFICATIONS

MLS from an ALA accredited library school and a minimum of five years of professional library experience are required, combining at least two years experience in automated systems and technology with some experience in either public or technical services in a research library. Final candidates must also demonstrate well developed interpersonal skills, the ability to analyze and solve complex problems and a substantive knowledge of the MARC formats.

POSITION DESCRIPTION

for Administrative, Academic Administrative and Library Staffs

SUGGESTED TITLE

Data Processing Coordinator

Anticipated Effective Date September 1, 1985

INSTRUCTIONS

Please use this form to describe the basic function, major duties, personal contacts, reporting relationships, and entry qualifications for all Administrative, Academic Administrative, and Library Staff positions. It will provide the basis for determining the appropriate classification titles and levels for these positions in MIT's Salary Administration Program.

Before you appoint (i.e. hire or promote) a staff member to any established or newly created position, please complete this form in as much detail as possible, attach additional sheets to expand any section, and forward it to your Personnel Officer. In addition to the description of the position below, please suggest in the above spaces the new or existing classification title, the level, and the anticipated effective date of this appointment.

BASIC FUNCTION

(Describe in one brief statement.)

Under the direction of the Systems Librarian, the position of Data Processing Coordinator includes responsibilities in two major areas: Managing the operation of the Geac automated library system in the MIT Libraries, and serving as a technical resource to the library staff and administration in the general areas of data processing and telecommunications.

MAJOR DUTIES AND RESPONSIBILITIES

(Please describe as fully as possible the individual elements of the position, in order of importance, and indicate the approximate percentage of time spent on each.)

Geac Automated Library System

Organization and coordination of the daily activities required to complete the implementation of an automated library system and operate the system on an ongoing basis. 25%

Coordination of the batch and online processing involved in the operation of the Geac system and maintenance of the database security. 25%

Supervision and training of the computer room personnel. 15%

Communication with Geac staff about operational aspects of the system, hardware and software concerns, maintenance of the Geac equipment, scheduling of projects, and other issues as necessary. Serves as Project Manager of this Geac site. 5%

Communication with vendors and others not on library staff, both within and outside of the Institute, on issues related to the implementation and operation of the system, including telecommunications and wiring. 5%

Serves as a resource person to library staff for obtaining information about the Geac system. 5%

Keeps library administration informed about the project's progress and problems and participates on task forces, study teams and committees as needed to provide technical expertise. 5%

General

Serves as a resource person to the library staff and administration for technical information about data processing and telecommunications both within the Libraries and for Institute-wide projects, such as Project Athena. Participates as technical liaison of the Libraries. 5%

Participates in evaluation and selection of future systems to be installed in the Libraries from a technical standpoint. 5%

Keeps abreast of current developments in areas of responsibility which affect operations within the Libraries. 3%

Programming for batch applications as necessary. 2%

SUPERVISION RECEIVED

(Indicate the title of the person(s) from whom supervision is received, the type of supervision received, e.g., close supervision, general supervision, direction, etc. Also specify how often supervision is normally received.)

General supervision and direction from the Systems Librarian on an ongoing basis, but works independently as a professional member of the staff.

SUPERVISION EXERCISED

(Indicate the number of employees in each payroll that the position supervises and whether supervision is functional (assigns and approves work) and/or administrative (hires, terminates, promotes).

Functional and administrative supervision of 2-3 support staff.

CONTACTS REQUIRED TO PERFORM DUTIES

(Describe the purpose and frequency (per week/month/year) of recurring contacts outside own work group required by the incumbents of this position. Examples: senior officers, department heads, faculty, staff, students, alumni, general public, etc.)

Several weekly meetings with library staff as a member of various library committees and task forces.

Regular contact with vendors and system representatives.

Attendance at library conventions and user group meetings.

Frequent contact with colleagues at other institutions.

EDUCATIONAL REQUIREMENTS

(Indicate minimum education required for entry into position. If a degree in a particular field, e.g., law, architecture, counseling, etc., is required, please specify.)

B.A. or B.S. in Computer Science desirable.

EXPERIENCE REQUIREMENTS

(Indicate minimum number of years of directly related experience required for entry into position. If specific certification or license is required, please indicate.)

Knowledge of research library and data processing operations and the Geac library system highly desirable. Excellent organizational and communication skills. Evidence of successful work on a project is required. At least two years of data processing experience required.



Massachusetts
Institute
of Technology

Personnel
Office

Request
for
Personnel

Personnel Log No

Department MIT Libraries Systems Office

Department Number 271000.270

Classification or title of position Senior Computer Operator

Admin Staff ☐ Research Staff ☐ Academic Staff ☐ Exempt ☐ Support Staff ☒ Service Staff ☐ Is security clearance required? Yes ☐ No ☒

Description of position Please give as much information as possible

Assists and serves as back-up to the Data Processing Coordinator for all Computer Room operations in the MIT Libraries in support of the systemwide automated library system. Monitors overnight processing. Participates in process scheduling. Evaluates problem reports from users. Makes tape backups of computer files. Performs weekly database updates. Maintains log on all peripheral equipment repair. Logs supply use. Maintains tape library. Contributes to training of other Systems Office staff. Distributes system reports to Library departments. Produces database analysis reports as instructed. Duties will not always be routine. Uses available documentation to improve operations. Communicates with vendor technical support staff.

Special qualifications

General office skills required. High school graduate or equivalent required. 4.5 years library and/or data processing experience required. Experience with text editing or word processing system required. Some knowledge of programming required. Attention to detail required. Initiative, flexibility, and ability to work with minimal supervision required.



Massachusetts
Institute
of Technology

Personnel
Office

Request
for
Personnel

Personnel Log No.

Department MIT Libraries - Systems Office

Department Number 271000.270

Classification or title of position Computer Operator

Admin. Staff ☐ Research Staff ☐ Academic Staff ☐ Exempt ☐ Support Staff ☒ Service Staff ☐ Is security clearance required? Yes ☐ No ☒

Description of position: Please give as much information as possible

Performs backups of the Libraries' computer files. Initiates overnight processing on Libraries' computer. Generates reports from the Libraries' machine readable files. Data entry as required. Monitors evening operations of Libraries' computer. Performs weekly database updates. Participates in special Library automation projects. Takes tape copies of Libraries' files to offsite storage location. Maintains computer room environment. Duties will not always be routine.

Special qualifications

High school graduate of equivalent is necessary. Two and one half years of library and/or data processing experience necessary. General office skills required. Typing is for accuracy only. Experience with a text editing or word processing system desirable. Ability to work with minimal supervision required. Excellent communication skills required. Attention to detail required. Make eligible for shift differential.

JOB DESCRIPTION

**ANALYST/PROGRAMMER
SYSTEMS OFFICE**

******* DRAFT *******

This position is responsible for (1) designing and conducting analytic studies in support of the planning, implementation, operation, and maintenance of computer systems and manual systems, (2) the development of software, and the planning and implementation of the communications network that will support an integrated library system. Specific responsibilities include:

- 10% 1. developing functional specifications
- 5% 2. conducting needs assessments
- 10% 3. developing user documentation
- 10% 4. developing and delivering training in the use of automated systems
- 5% 5. providing advice and guidance on the use of automated tools
- 30% 6. developing software in a variety of languages including, but not limited to:
 - PL/1
 - SAS
 - CONDOR
- 10% 7. supervision of other analysts
- 20% 8. planning and implementation of the data communications network to support an integrated library system
- 9. other duties as assigned

DUTIES: Under the general direction of the Head of the Systems Office, this position is expected to serve a leadership role in the planning, implementation, operation, and maintenance of computer systems within the University Library

QUALIFICATIONS: **REQUIRED** Accredited MLS; demonstrated proficiency in designing, implementing, and operating automated systems, in organizational systems analysis, and in workflow analysis; demonstrated success in software development; excellent communication and interpersonal skills; knowledge of MARC record structure.

DESIRABLE knowledge of and experience in data communications; familiarity with RLIN; knowledge of PL/1, CONDOR, statistical packages; familiarity with hierarchical and relational database management systems

JOB DESCRIPTION

ANALYST SYSTEMS OFFICE

***** DRAFT *****

This position is responsible for designing and conducting analytic studies in support of the planning, implementation, operation, and maintenance of computer systems and manual systems. Specific responsibilities include:

- 60% 1. responsible for supporting the installation and operation of multiple MIRLYN subsystems by performing the following tasks
- developing functional specifications
 - conducting needs assessments
 - developing user documentation
 - developing and delivering training in the use of automated systems
 - providing advice and guidance on the use of automated tools
 - supervision of operators and students
- responsible for supporting the installation and operation of multiple MIRLYN subsystems
- 30% 2. manages daily operation of the Geac circulation system and computer operations

DUTIES: Under the general direction of the Head of the Systems Office, this position is expected to serve a leadership role in the planning, implementation, operation, and maintenance of computer systems within the University Library

QUALIFICATIONS: REQUIRED Accredited MLS; demonstrated proficiency in designing, implementing, and operating automated systems, in organizational systems analysis, and in workflow analysis; demonstrated success in software development; excellent communication and interpersonal skills; knowledge of MARC record structure.

DESIRABLE Knowledge of and experience in data communications; familiarity with hierarchical and relational database management systems

Title Systems Manager
Name of Incumbent Diane Aquila
School or Division Bobst Library - Technical Services Division
Department or Office Automated Services - Systems Unit
Office Address Bobst Library - Mezzanine **Telephone Extension** X2489
Title of Person to Whom Incumbent Reports Gail Persky - Head of Automated Services

Manage the operation of the Library's various systems in use for Circulation Control, Online Catalog and Office Automation as well as maintain data entry and production programs which were developed "in house" for various Library reports.

Position Duties
(In order of importance)

Approximate
 percentage of
 time applied
 over a year

A. Manage the operation of the Library's Circulation Control system which includes monitoring the daily operation of both the hardware and software to insure the availability of the system to its end users. This requires queuing reports, queuing batch jobs, scheduling required overnight software support programs, scheduling maintenance for both hardware and software while providing necessary "uptime" for the end users of the system.	40%
B. Develop, modify and write programs for submission to the IBM computing facilities at NYU's University Computer Center. This requires a knowledge of SPITBOL, IBM Job Control Language, and a knowledge of the use of IBM 153 and IBM 4341 computers using MVS and VM/CMS. In addition, it is necessary for me to monitor the data entry done by various Library staff using WYLBUR, CDS or WYLBUR EXEC programs since this data is used as input to the Library's production jobs which were developed in house. Once the data has been entered, the job is submitted to the IBM system. If these programs do not execute successfully,	15%

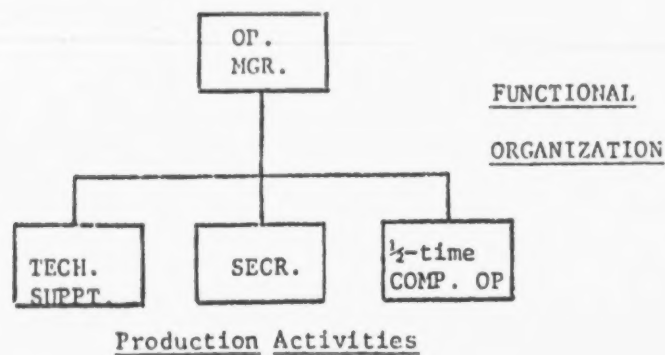
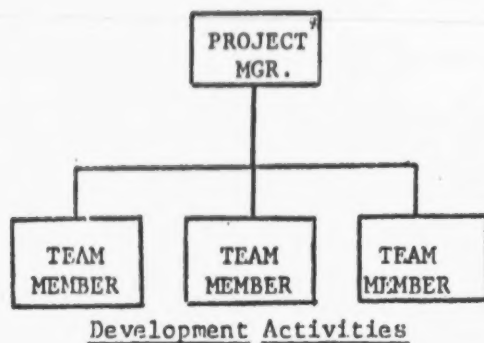
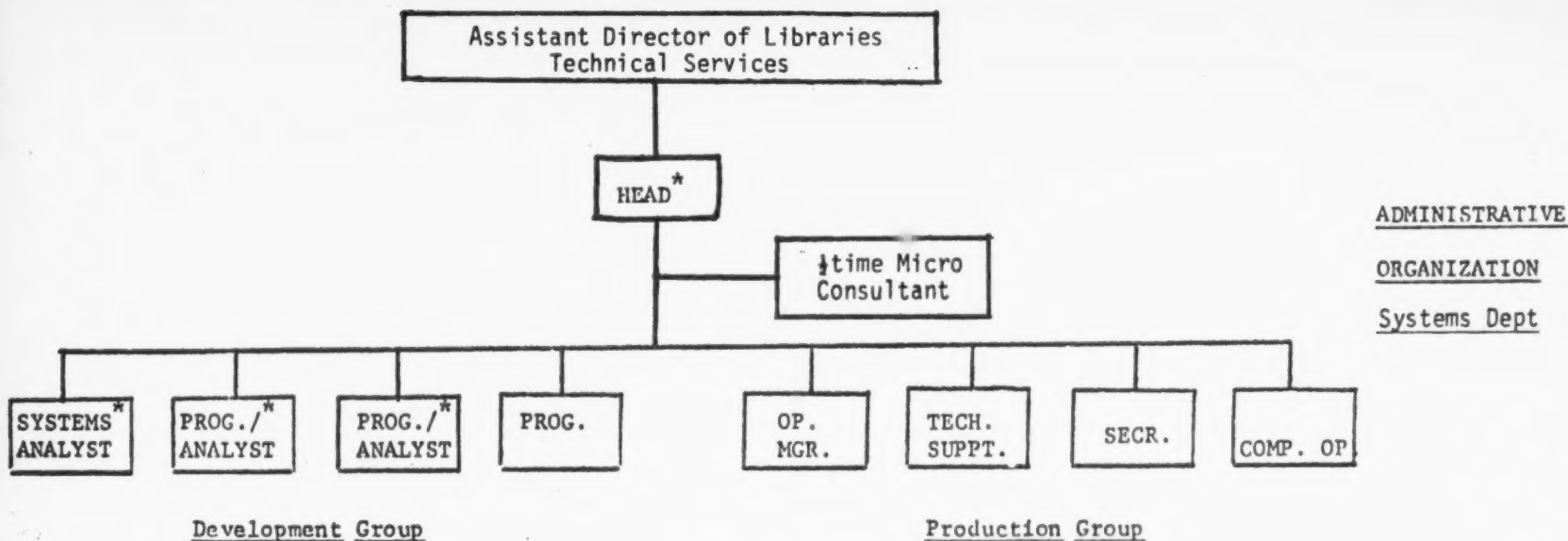
Position Duties (Continued)
(In order of importance)

Approximate
percentage
time applied
over a year

the problem must be identified, the error diagnosed, the correction made and the job must be resubmitted to the system until it executes properly. Once this has been accomplished the required number of printed reports must be requested. This requires coordination with the Computer Center staff in order to meet the needs of the Library without having a negative impact on the operation of the system.	
<u>C.</u> Beyond initial training of new Library staff members at Bobst and its Consortium Libraries in using the various automated systems, I must keep all users informed of software changes, retrain them as necessary, and monitor their performance on the systems. This includes regular consultation with the supervisors of Automated Services and the full time staff in both the Circulation and the Reserve units. I am also asked to assist in the training of part time clerks at the beginning of each new semester. There are now six circulation departments using the Circulation system at Bobst, Bobst Reserve, Bobst LMC, Cooper Union, New School and Parsons. In addition, GBA will begin to use the system in the Spring of 1983. Overall responsibility for seeing that their training is complete and consistent rests with the Systems Office. This training consists of terminal operation through actual demonstration and seminars tailored to individual users needs.	15%
<u>D.</u> Supervise the installation of and maintenance of computer equipment by the vendor. This involves diagnosing equipment failure, correcting minor problems, and pointing out the possibility of future equipment problems to the vendor's Customer Engineer. Failure to communicate these possible equipment problems effectively to the Customer Engineer can result in additional downtime for the users.	8%
<u>E.</u> Manage the operation of the Library's Office Automation system which includes occasional involvement in both the hardware and software maintenance of the computer.	8%
<u>F.</u> Train the supervisory staff of Automated Services to function in lieu of the Systems staff. This includes teaching the basics of a computer system both hardware and software so that they can bring the system online, offline and backup the database to magnetic tape.	5%
<u>G.</u> Assist in equipment selection which includes direct contact with vendors regarding lease, purchase and maintenance of computer related equipment. Select and order supplies for use in the daily operation of the Library's mini computers such as magnetic tape, printer ribbons, pre-printed labels and forms. This requires an awareness of the latest developments in peripheral computer equipment and supplies.	5%

Approximate
percentage o
time applied
over a year

H.	Insure that the proper environment for the computing machinery is maintained. This involves monitoring the conditions in the Library's computer room to be sure that it is kept at a constant temperature and humidity as well as monitoring the supply of electrical power to the system to try and avoid unexpected power interruptions.	2%
I.	Attend meetings of the Library Unit Heads, Automated Services Heads and the Administrative Management Council on a regular basis.	2%



* In general, Project Management responsibility will be assigned to the Department Head, the Systems Analyst, or the Programmer/Analyst.

Head, Library Systems Development

MAJOR DUTIES AND RESPONSIBILITIES

Plan, design, implement, operate and manage existing systems projects as well as initiate new computer-based systems for the improvement of Library services. The job also includes responsibility for the provision of management information and applied research activities.

SPECIFIC DUTIES AND RESPONSIBILITIES

Has overall responsibility for project planning, analysis, systems design, program development and test, documentation, implementation, operation and maintenance of the Libraries computer system and automation program.

Directs the work of the department in the analysis of various library operations and the related elements such as work flow, documents, files, functions, PERT Charts, operating needs, information requirements and statistics gathering. Various research and analytical techniques may be required including questionnaires, flow diagrams, statistical sampling and direct observation.

Develops methodology for implementing automation projects including work schedules, staff requirements, the writing of training and operating manuals and procedures, making staff presentations, participating in instruction, explanation, etc.

Keeps current and maintains file on developments in computer equipment, software, data bases and information networks, and briefs Library Management Staff periodically on recent developments.

Evaluates commercial hardware and software for suitability to Libraries. Reviews equipment specifications, surveys available supplies and recommends selection of equipment based on cost and performance. Maintains program of self-education for new and existing hardware/software, as required.

May prepare reports, proposals, and applications for external funding and management reviews. Organizes, documents, and reports upon the results of analytical and project efforts.

Formulates work plans for support staff and reviews their progress.

Supervises Administrative and Bi-weekly support staff involved in systems design, programming, operations, and information services activities.

Performs additional responsibilities, serves on committees, etc., as assigned by the Assistant Director, Library Support Services.

PURDUE UNIVERSITY
LIBRARIES

HEAD, LIBRARY SYSTEMS DEVELOPMENT

Qualifications:

Masters degree in Computer Science, Industrial Engineering or related discipline, knowledge of computer hardware, software, programming, and systems analysis techniques; ability to analyze complicated library operations in order to plan and formulate new or modified procedures and systems. Working knowledge of DEC equipment and UNIX operating system. Successful experience in managing large development projects and programs. Experience with library data processing is desirable.

Job Summary:

Head of the Library Systems Development Department is responsible for the management and operations of the Libraries Automation Program and Computer Systems. The mission of the department is to aid in the enhancement of the Libraries operational effectiveness through the planning, design, programming, operation and maintenance of the Libraries' in-house computer system. The Head of the Department serves as the Libraries' liaison and coordinator with Libraries' staff and a wide range of University staff and services.

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

June 25, 1986

RUTGERS UNIVERSITY LIBRARIES • NEW BRUNSWICK, N.J. 08903

117 (APP. 117)

TITLE: Associate UniversityLibrarian for Technical
and Automated Services**ACADEMIC POSITION PROFILE****AVAILABLE:** On or about January 1, 1987**RESPONSIBILITIES:**

Reporting to the University Librarian, the Associate University Librarian for Technical and Automated Services administers, coordinates, and provides leadership for the acquisitions, cataloging, and automation functions of the Rutgers University libraries. Primary goals for the near future are planning for implementation of an integrated on-line library system and construction of a new technical services facility and library computer center. Has line responsibility for the central cataloging and acquisitions departments and the library automation office, which currently employ 83 FTE (16 are classified as faculty or managerial and 67 as support staff) in addition to a substantial number of student assistants. Coordinates and provides leadership for technical services in 23 libraries on three campuses. Participates in systemwide administrative processes including long-range planning, budgeting and resource allocation, staff development, personnel decisions, and formulating library goals and policies.

QUALIFICATIONS:

MLS from accredited library school; substantial managerial and administrative experience, in a research library, with an emphasis on technical services; knowledge of and experience with library automation; demonstrated success in written and oral communication and in analytical, budgeting, and planning activities; knowledge and understanding of research library organization and sound grasp of issues and trends facing research libraries; a record of demonstrated leadership in issues of bibliographic access, preferably in a large research library; proven leadership ability locally and in the profession. Candidate's credentials and level of achievement should warrant appointment and tenure in the library faculty.

SALARY:

Minimum appointment salary in the 50's, depending upon experience and qualifications.

STATUS/BENEFITS:

Faculty status, calendar year appointment, TIAA/CREF, life/health insurance, 22 days vacation per full contract year, tuition remission, prescription drug/dental/eyeglass reimbursement plans.

LIBRARY PROFILE:

Rutgers University, the State University of New Jersey, has three major campuses located in Camden, Newark, and New Brunswick. The University Libraries are a centrally administered system of libraries employing 90 faculty and 374 full-time staff employees. The annual materials budget is over 3 million dollars. The Libraries contain over 3 million volumes and microforms, plus a large number of government documents, manuscripts, maps, pamphlets, and other materials. The University is a member of the Research Libraries Group, and the Libraries participate actively in many RLG programs. Automated systems in use include RLIN, OCLC, Geac, and Faxon. The Libraries belong to the Association of Research Libraries. The central library administration is located in New Brunswick, which is linked by convenient public transportation to New York City and Philadelphia and is easily accessible to urban, suburban, or rural living.

APPLICATIONS RECEIVED BY August 15, 1986 WILL RECEIVE FIRST CONSIDERATION. Submit cover letter, resume, and a list of five references who are knowledgeable of applicant's qualifications and experience to:

Barbara E. Sanders-Harris (APP 117)
 Personnel Officer
 Alexander Library
 Rutgers University
 New Brunswick, New Jersey 08903

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D-9/017/00

June 19, 1986

4. PERSONNEL

Although the most common preconception of the Systems Office may be the image of a place dominated by or concerned primarily with machines, it is truly the human component that makes things happen.

4.1. Roster

As of 1985 June 30, the YULSO staff comprised the following persons, listed in alphabetical order by surname. A brief indication is made of each individual's major activities during the year.

HAGYARD, Alan E. -- Associate Library Systems Analyst. Project leader: circulation control, catalog continuation, Medical Library task force, photographic services project. Worker: MATPS, word processing.

JENSEN, Richard A. -- Associate Library Systems Analyst. Project leader: RLIN technical support, microcomputer project. Worker: circulation control, MATPS (esp. cabling requirements for the new data collection system).

LENGYEL, Suzanna -- Associate Library Systems Analyst. Project leader: bibliographies and printed guides, billing systems (XBS and IRSBS), word processing. Worker: MATPS (esp. project leader for the replacement data collection system).

PARKER, Lillie T. -- Department Secretary. General secretarial, clerical, and administrative responsibilities. (Position reclassified from Staff Secretary to Department Secretary as the result of a job audit.)

STONE, Sandra E. -- Associate Library Systems Analyst. Deputy head, YULSO. Project leader: MATPS, RLIN MARC tapes.

WEISBROD, David L. -- Head, Systems Office. Project leader: Ergonomics, RLG general coordination. Worker: catalog continuation, MATPS.

4.2. Changes

The staff of the Systems Office remained stable throughout the year.



OMS

System and Procedures Exchange Center

Multicampus University Support

DLA OVERVIEW

WHAT IS DLA?

DLA stands for the Division of Library Automation. As a department with a university-wide function, it is administered by the Office of the Assistant Vice President--Library Plans and Policies, a branch of the Office of the President of the University of California.

DLA's offices and computer center are located at 186 University Hall, University of California, Berkeley, CA 94720. The telephone is (415) 642-9485, ATSS 8-582-9485.

WHAT DOES DLA DO?

DLA's primary job is to collect, process, and merge into a unified database, by computer, the records of books and serials held in UC libraries statewide. The end results are two products that UC library patrons and others use to find out what library materials are owned and what library has them in the nine-campus system. These products are:

1. The MELVYLTM University of California Online Catalog
2. The California Academic Libraries List of Serials (CALLS)

The MELVYL catalog and CALLS are assembled by DLA's team of about 45 staff members, who also operate a computer center and a UC-wide telecommunications network. It is over this network that MELVYL catalog data is transmitted to and from campus library users, who type their requests for catalog information onto computer terminals dispersed throughout the UC libraries.

WHERE DOES DLA GET THE INFORMATION FOR THESE PRODUCTS?

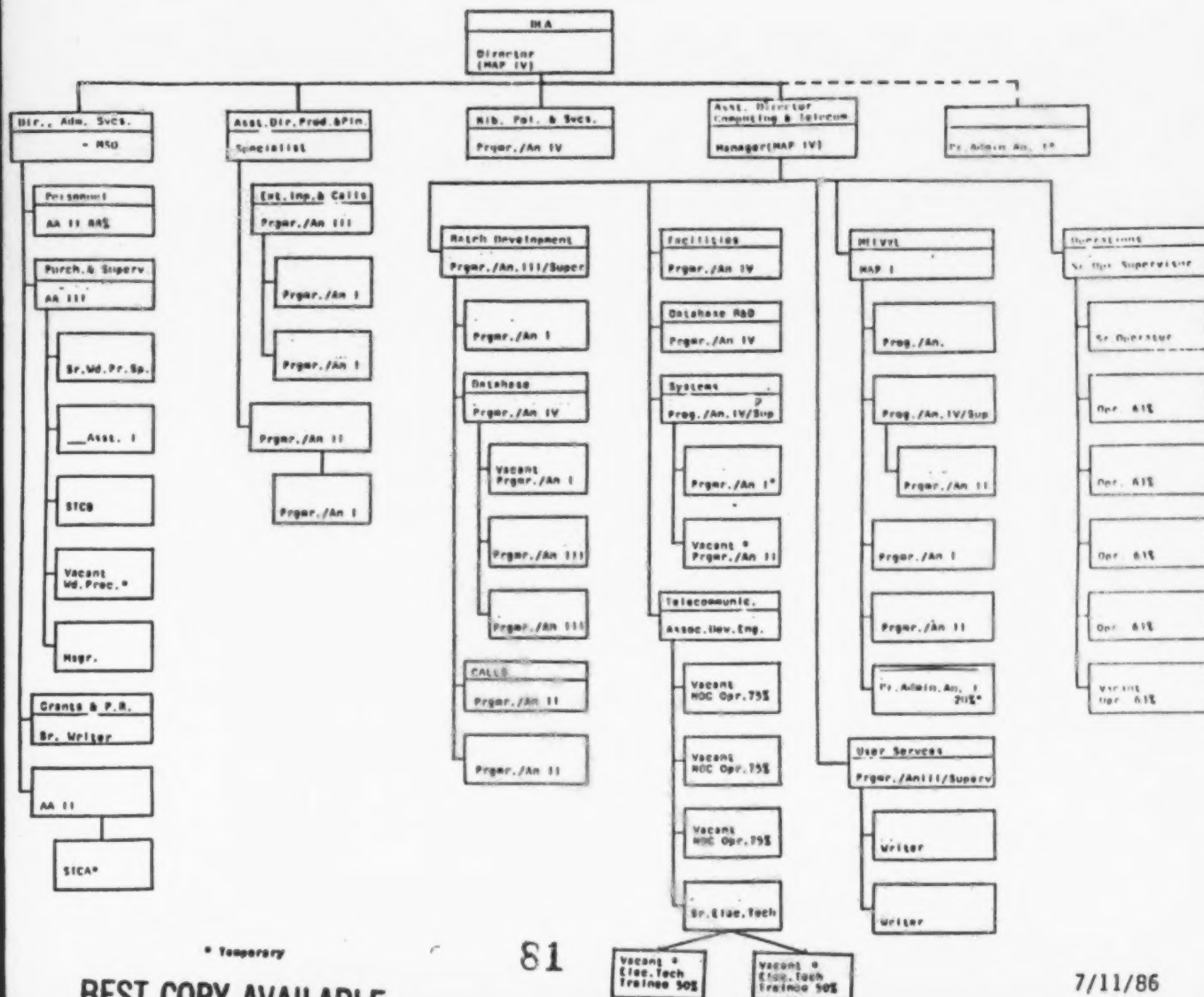
The bibliographic information originates with each campus and is sent to DLA on magnetic tapes. Almost all books and serials cataloged in recent years (about six to ten years, depending upon the campus) are included in the MELVYL catalog. These are the materials in greatest demand in most libraries. But UC libraries also are converting older records to machine-readable form. These too have been or will be added to the catalog.

PLEASE TELL ME MORE ABOUT THE MELVYL CATALOG

The catalog was established in 1981. It is a union or multi-library catalog combining bibliographic records from all UC libraries into one source. The catalog is a computer-based version of the familiar card catalog--but it does much more.

It was named for Melvil Dewey, a pioneer in American librarianship (the "Y" in MELVYL credits WYLBUR, the word-processing system used in developing the catalog).

Office of the Assistant Vice President--Library Plans and Policies
Division of Library Automation
J-600200-19900



Class Specifications-F.15
Programmer/Analyst I-7278
Programmer/Analyst II-7277
Programmer/Analyst II-Supervisor-7276
Programmer/Analyst III-7275
Programmer/Analyst III-Supervisor-7274
Programmer/Analyst IV-7273
Programmer/Analyst IV-Supervisor-7272
Programmer/Analyst V-7271
Programmer/Analyst V-Supervisor-7270

SERIES CONCEPT

This series encompasses computer programming and/or systems analysis. Because the duties of programmers and analysts almost always overlap, the broad scope of this series is intended to reasonably accommodate both types of work.

NOTE: This series is NOT intended for positions that use computers as a tool, e.g., for data analysis, data retrieval, report writing. Such positions should be classified according to their primary functional responsibilities.

Computing specialties may include, but are not limited to: systems software; administrative applications; scientific applications; research, instructional, or administrative user services/consulting; databases; data communications/networks. It is recognized that these specialties differ in terms of required technical knowledge and complexity; therefore, positions at the operational level of each specialty may vary in classification.

Programmers/Analysts: Define and analyze problems to effect computer-oriented solutions; gather information, prepare charts and documents describing what needs to be done and how it is to be done; analyze existing systems; design new systems; develop new forms, reports, and screens; confer with users (management, instructional, research, medical, or administrative); design and code; develop test data; test and debug programs; document all procedures utilized by programs; evaluate and/or modify computer programs; select precoded program elements; develop special and general or multi-purpose programs to facilitate interface with a computer; install, document and maintain compilers, programming and other software packages, and database systems; monitor systems performance; plan, design and implement data communications networks, including computer-to-computer links, terminal to mainframe links, and microcomputer-to-microcomputer links; provide assistance to users on how to use computing facilities; provide one-on-one consulting; teach courses; prepare documentation, evaluate hardware and software; and specialize in programming languages, use of microcomputers, or graphics, depending on the needs of the unit or campus.

Reference attached "Definition of Terms" for the accepted definitions of the complexity of tasks for the positions classified as Programmers/Analysts.

Skills range from those needed at the entry level up to those used to develop major systems. Actual positions may use different working titles appropriate to the office, campus, or situation, as determined by local management.

The Programmer/Analyst series specifically recognizes supervisory responsibility in four of its five levels (II - V). Positions allocated to the supervisory titles in this series must meet the criteria for supervision as defined in the Supplemental Guidelines for Supervisor Classes (SAM 12).

Staff Personnel Manual
University of California
March, 1973

Class Specifications - F.20
Principal Administrative
Analyst II - 7240
Principal Administrative
Analyst I - 7241
Senior
Administrative Analyst - 7242
Administrative Analyst - 7243
Assistant
Administrative Analyst - 7244

SERIES CONCEPT

Administrative Analysts conduct or supervise responsible and complex administrative analysis requiring a knowledge of University administrative organization, policies, procedures, and practices; and perform other related duties as required.

Incumbents make analytical studies for campus or University-wide administrative officers; study existing and proposed administrative organizational structure, policies, and procedures; plan details of administrative studies; determine and locate sources for collecting information and data; review, analyze, and summarize reports of administrative officers, committees, and agencies; prepare directives, regulations, and other instructions for issuance to subordinate administrative units; provide consultative service in administrative management to departmental administrators; develop and recommend new administrative organizational structure, policies, and procedures; and establish and maintain contact with officials in the University, government, and industry for the collection and exchange of information.

Assignments are usually given on a project basis and incumbents are expected to fully analyze the problem, gather data and information, find and evaluate alternative solutions, and make a final recommendation. Administrative Assistants and Administrative Service Officers, on the other hand, may perform some administrative analysis, but their work primarily concerns the day-to-day administration of a unit including the responsibility for making decisions.

Positions involving primarily preparation and control of departmental, school, or college budgets or the development and administration of procedures and practices for departments, schools, or colleges are not included in the Administrative Analyst series, but rather are typical of the duties found in administrative service classes such as Departmental Administrative Assistant and Administrative Services Officer.

SERIES CONCEPT

Computer Operations Supervisors are assigned responsibility for the operations phase of a campus electronic computer installation covering one or more shifts; and perform other related duties as required.

Incumbents assign, direct, and review the work of Computer Operators and other operational personnel in a computer installation; are assigned responsibility for the scheduling and completing of all operations, the orientation and continued training of operational personnel and the maintenance of adequate personnel and inventory to insure an effective continuing operation; consult with users regarding operational problems and refer them to other staff members as necessary; provide assistance to systems support staff in developing and maintaining documentation needed by the operations staff; order maintenance support as necessary; participate in computer equipment acquisition; assist in physical planning for computer equipment; monitor the reliability of systems software and report deficiencies to the Chief Systems Programmer; monitor the reliability of computer equipment and maintain logs of failures; and develop and improve operating procedures and processes as required.

The Computer Operations Supervisor series consists of two levels with the distinction between levels based on the scope and complexity of the computer installation and the degree of supervision exercised.

CLASS CONCEPTS

Senior Computer Operations Supervisor

Under direction incumbents are assigned responsibility for the operations phase of a campus electronic computer installation typically involving multi-shift operations and supervision of at least 10 or more full-time-equivalent Computer Operators and other operational personnel. Incumbents in addition perform the range of duties outlined in the Series Concept. This is the second supervisory level in the series.

Computer Operations Supervisor

Under direction incumbents are assigned responsibility for the operations phase of a campus electronic computer installation typically involving multi-shift operations and supervision of at least 5 or more full-time-equivalent Computer Operators and other operational personnel. Incumbents may act as assistants to a Senior Computer Operations Supervisor in a large campus electronic computer installation typically involving multi-shift operations and supervision of at least 10 or more full-time-equivalent Computer Operators and other operational personnel. Incumbents in addition perform the range of duties outlined in the Series Concept. This is the first supervisory level in the series.

SERIES CONCEPT

Computer Operators operate electronic computers and related peripheral equipment; and perform other related duties as required.

Incumbents typically operate a console or machine control panel, tape units, card readers, printers, disc units, on-site remote terminal equipment, communication terminals, teletypes and related equipment; read and interpret work plans and schedules; identify and locate input data materials; set up, load and change tapes, cards, discs and forms; check input and output for general results; observe machines in operation; analyze stops; and take corrective action as necessary. Incumbents perform minor maintenance of some computer components such as removing card forms, cleaning magnetic tape drives, adjusting remote transmission equipment and replacing printer and keypunch ribbons; complete labels, forms and log books; file tape discs, cards and other data materials; transmit runs, listings, and other output data and run test programs as required.

The Computer Operator series consists of two levels with the distinction between levels based on the complexity of the operating functions and the degree of supervision exercised.

CLASS CONCEPTS

Senior Computer Operator

Under general supervision incumbents supervise the operations on one shift of a campus electronic computer installation or satellite computer installation; or perform lead duties in the operation of a multi-operation computer system typically involving the direction of the work of two or more Computer Operators. Incumbents assign, direct and review the work of lower level Computer Operators in the operation of an electronic computer system and related supporting functions; perform work as required in computer processing to accomplish objectives within specified time limits; arrange work schedules and priorities to make effective use of available equipment and personnel; participate in the development and improvement of operating procedures; train and supervise students and other non-employee personnel allowed to operate computer equipment; and are assigned responsibility, without immediate supervision, for the operations phase of a satellite computer installation physically separated from the main computer facility.

Incumbents in addition perform the range of duties outlined in the Series Concept. This is the lead/advanced operational level of the series.

Computer Operator

Under supervision incumbents perform the range of duties outlined in the Series Concept. This is the operational level of the series.

The Library Systems Office at UC Berkeley is a department of the General Library with a staff of 15 (see organization chart for composition). This office is responsible for the planning, design, development and continuing evaluation of automated systems supporting a complex library organization which comprises units of the Main Library and 21 branches, with a collection of more than six million volumes, and extensive holdings of non-book materials.

THE DIRECTOR FOR LIBRARY SYSTEMS

Management of Library Systems Office staff who design, develop, implement, run, maintain and document the Library's automated systems. These systems provide support for catalog maintenance, circulation, a UC Berkeley online catalog for patron access, acquisitions and general office automation.

Responsible for planning, management, applications design and technical design of the Library's software development projects.

Management of the Library's Computing Facilities. Connection of 350 workstation/terminals to a variety of systems.

Responsible for the design and operation of the Library's telecommunications network; integration of this network into the developing campus local area network (LAN).

Responsible for handling vendor negotiations and equipment selection for all General Library computer hardware and most computer services.

Responsible for development, implementation and monitoring of the General Library's Automation Budget, which is \$1.75 million for fiscal year 1985/86.

Participation in the Library-wide planning and decision making through membership in the Library Administrative Group, the Librarian's Office Cabinet and Department Head meetings.

Act as Library, campus, systemwide, regional and national liaison for automation related issues.

SYSTEM MANAGER

Responsible for integrity of Library's online processing system database. Help design new database structure; configure and create files. Monitor all aspects of database activity and growth. Create and test databases as needed to support new online systems development. Monitor system activity to ensure proper operation. Design, code, debug, test and document application programs for Tandem online system. Analyze production problems and develop or modify systems to solve these problems.

Write system documentation for staff and users--reference manuals.

HEAD, SYSTEM DEVELOPMENT UNIT

Provide leadership for planning, development, implementation, maintenance and documentation to the software development areas of the Library's Systems Office. Provide technical leadership in technical development, design and implementation of complex applications system that runs on an in-house Tandem Computer.

Responsible for system design, systems development and implementation, system enhancement and maintenance, online application, system configuration, and documentation.

SYSTEMS DEVELOPMENT UNIT

Staff of programmer/analysts develop, analyze, test, implement and document major batch and interactive programs.

Program Design and Development--Analyze, develop, test, implement and document programs which create, modify and display records in the online database.

Applications analysis--Apply specialized knowledge of library procedures and bibliographic control to analysis of specialized systems in library automation.

Program system enhancements--modify, expand and upgrade existing programs.

Consultation--Confer with Systems staff and users to clarify requests and ensure effective and smooth integration of modifications with existing programs.

HEAD, SYSTEMS SERVICES UNIT

Overall supervision of the Systems Services Unit in the implementation and coordination of the various automated systems into the daily routine of the UCB Library. Responsible for implementation of the GLADIS Maintenance System; training of key staff and instituting workshops and seminars for the General Library staff. Training key staff, providing documentation and coordinating system use. Supervision of installation and maintenance of computer equipment. Participation in campus and regional committees.

SYSTEMS SERVICES UNIT

Act as overall liaison between the Systems Office and the campus libraries to keep the whole automation system running smoothly. Train

department and other library staff in the use of the equipment and software programs through workshops, seminars and individual instruction.

Provide documentation for the above. Write and update instruction manuals for GLADIS and other library system users.

System services is also responsible for the physical placement and maintenance and repair of the automation hardware.

Provide an ongoing telephone advice/consultation/trouble shooting service for the library automation system users.

HEAD, SYSTEMS ANALYSIS AND PRODUCTION UNIT

Supervise Systems Office Production Unit. Database loading, special forms printing, database backups, microfiche generation, tape archiving and batch job submission and monitoring.

Research, manage and plan the implementation of the Library's automated serials control system. Explore bibliographic uses of advanced workstations, determining their capabilities and limitations.

SYSTEMS ANALYSIS AND PRODUCTION STAFF

Schedule and process all machine-readable bibliographic records created and maintained by the Library.

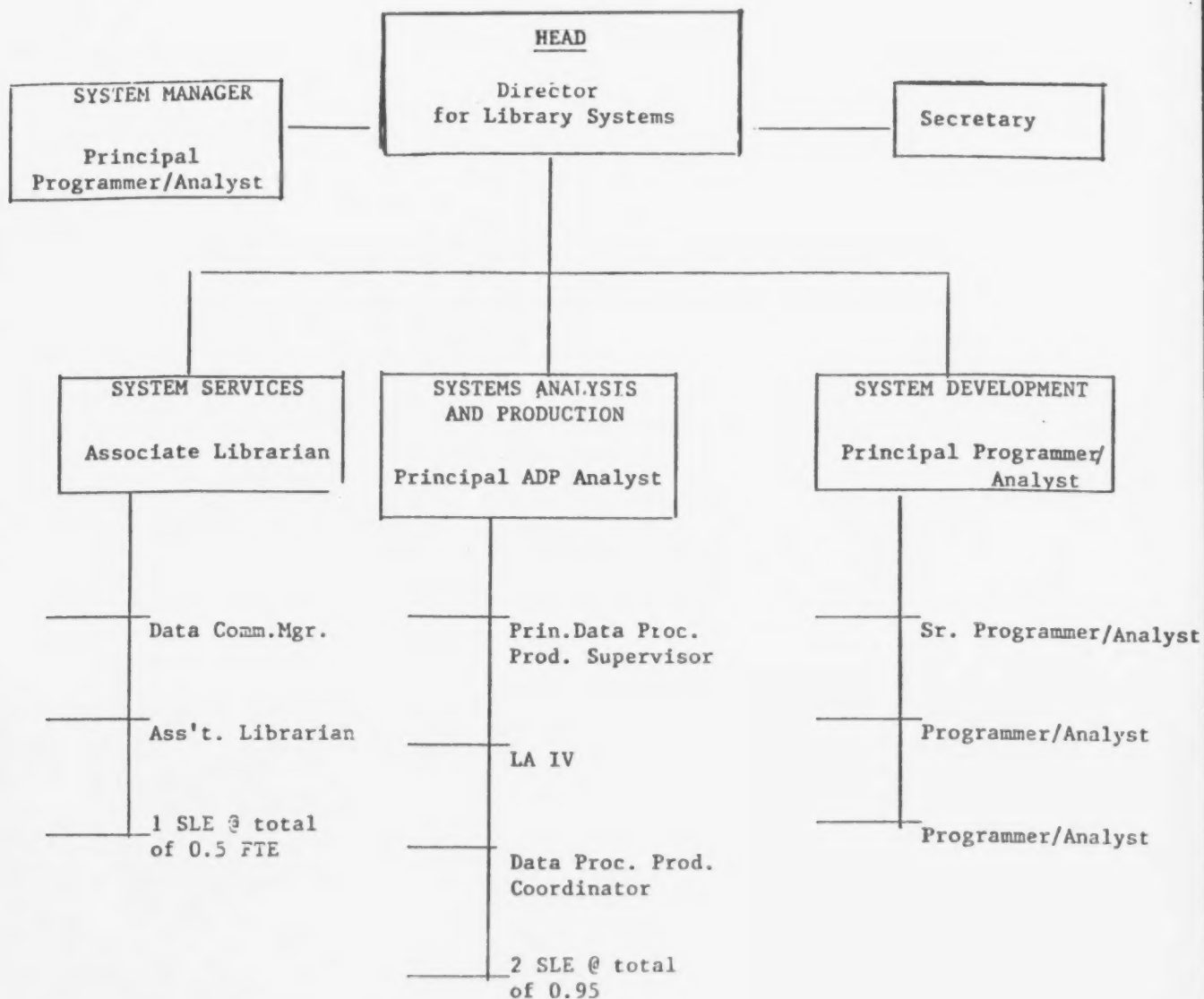
Manage storage and use of machine-readable data files on tape and disk.

Maintain tape libraries; monitor pick-up and delivery of tapes for external fiche production.

Run nightly backups; review and annotate processing logs; key fiche database and updates.

Set up and integrate special one-time jobs requested by other departments.

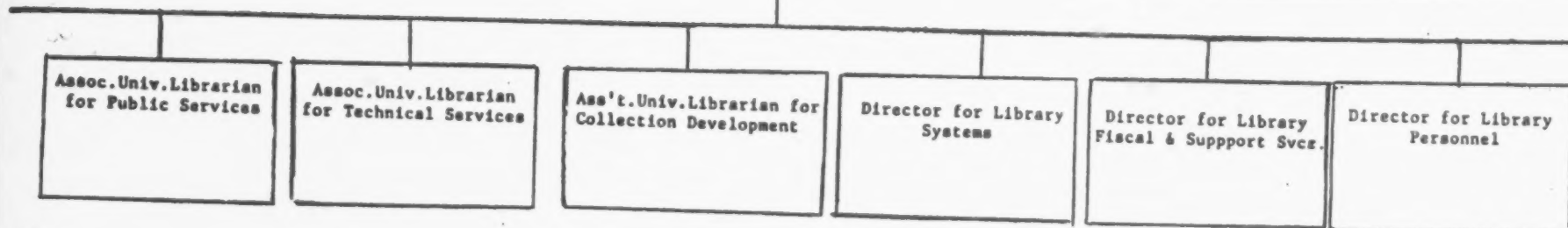
LIBRARY SYSTEMS OFFICE



NOTE: All of the positions are full-time career positions (excepting the SLEs)[Student Library Employee]

UNIVERSITY LIBRARIAN

Assistant, to the
University Librarian



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UNIVERSITY OF CALIFORNIA, LOS ANGELES

UCLA

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

THE UNIVERSITY LIBRARY

UNIVERSITY OF CALIFORNIA
LOS ANGELES, CALIFORNIA 90024

July 23, 1986

R. Bruce Miller
Systems Office
Indiana University Libraries
Bloomington, Indiana 47405

Dear Mr. Miller:

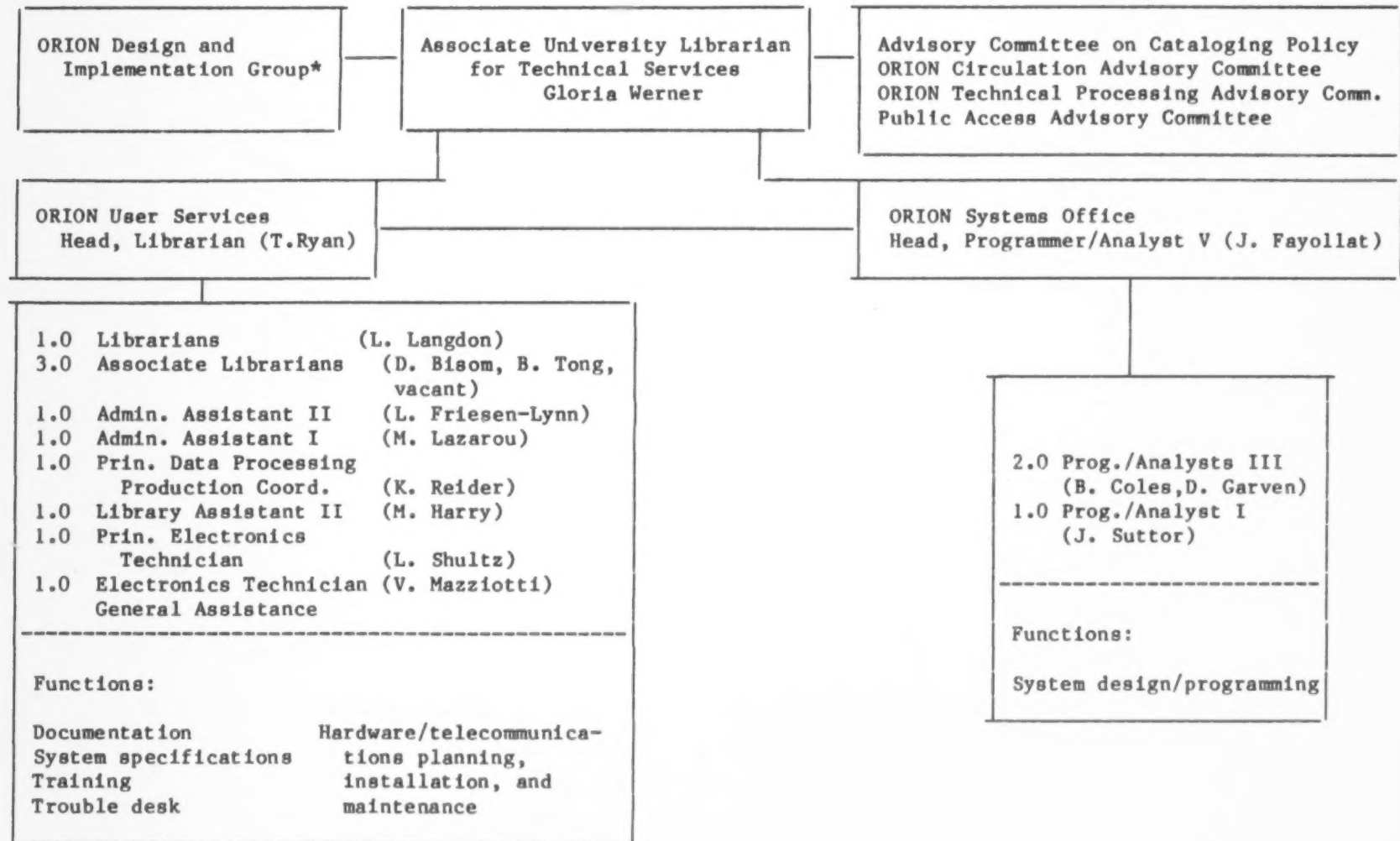
I trust that the attached organization chart will provide a synthesized overview of the UCLA Library's current organizational structure for ORION, our online information system. At the present time ORION serves as an integrated system designed to manage acquisitions, serials processing, fund accounting, bindery, and catalog maintenance functions with linked authority control capabilities; ORION also serves as an online public access catalog. An integrated circulation/inventory control module is now being designed for implementation in 1986/87.

All applications programs have been developed by the ORION Systems Office staff within the UCLA Library. Systems programming is handled by the Office of Academic Computing (OAC) staff who manage the IBM 3090 mainframe computer on which ORION operates. The OAC mainframe serves as a central computer for academic and research computing on campus.

The attached organization chart shows that four advisory committees provide input to me and the ORION Design and Implementation Group concerning system development. Each committee consists of five to eight key staff from throughout the library system. Substantive policy and design issues are referred to these committees for comment. The committees are responsible for consulting all units on campus before responding. This approach allows us to seek input from all affected staff in an efficient way.

In coming months we plan to establish several discussion forums or user groups consisting, for example, of staff working primarily in monograph acquisitions or serials processing areas. These discussion groups will facilitate information-sharing among staff doing similar work throughout the library system and may provide another mechanism for staff to recommend needed system enhancements.

ORION ORGANIZATION CHART



* ORION system planning and development is coordinated by the ORION Design and Implementation Group (ODIG). The Associate University Librarian for Technical Services chairs ODIG; members include the ORION Systems Office staff and the librarians in ORION User Services.

7/86

SAN DIEGO: THE UNIVERSITY LIBRARY
LA JOLLA, CALIFORNIA

SYSTEMS DEPARTMENT

The Systems Department provides essential support to library departments and branches for automation. Departmental activity entails a variety of tasks from analysis and problem solving for major systems projects to consulting with other library staff about their individual computing needs. One facet of the Library's automation program and a continuing goal for the Systems Department is to encourage departments/branches and individuals to be as self-sufficient as possible in their use of computers and to assume primary responsibility for applications in their areas. Librarywide systems such as the MELVYL® online catalog are supported by the Systems Department with a goal of doing whatever is necessary to keep these systems functioning and to assist in planning further automation.

Systems staff operates the Library's computer facility (located just north of the Central Library building) which houses a mainframe computer for an integrated Library System and other equipment for the MELVYL® online catalog. Equipment and software are acquired and tested by the Systems Department.

Systems staff oversee or perform the installation, maintenance, and repair of microcomputer hardware (including terminals, modems, printers, keyboards). In 1986, Systems began building microcomputers to be used in the Library's departments/branches. Systems staff also provides assistance for the installation, demonstration, and use of software packages, and in resolving problems or answering questions associated with software.

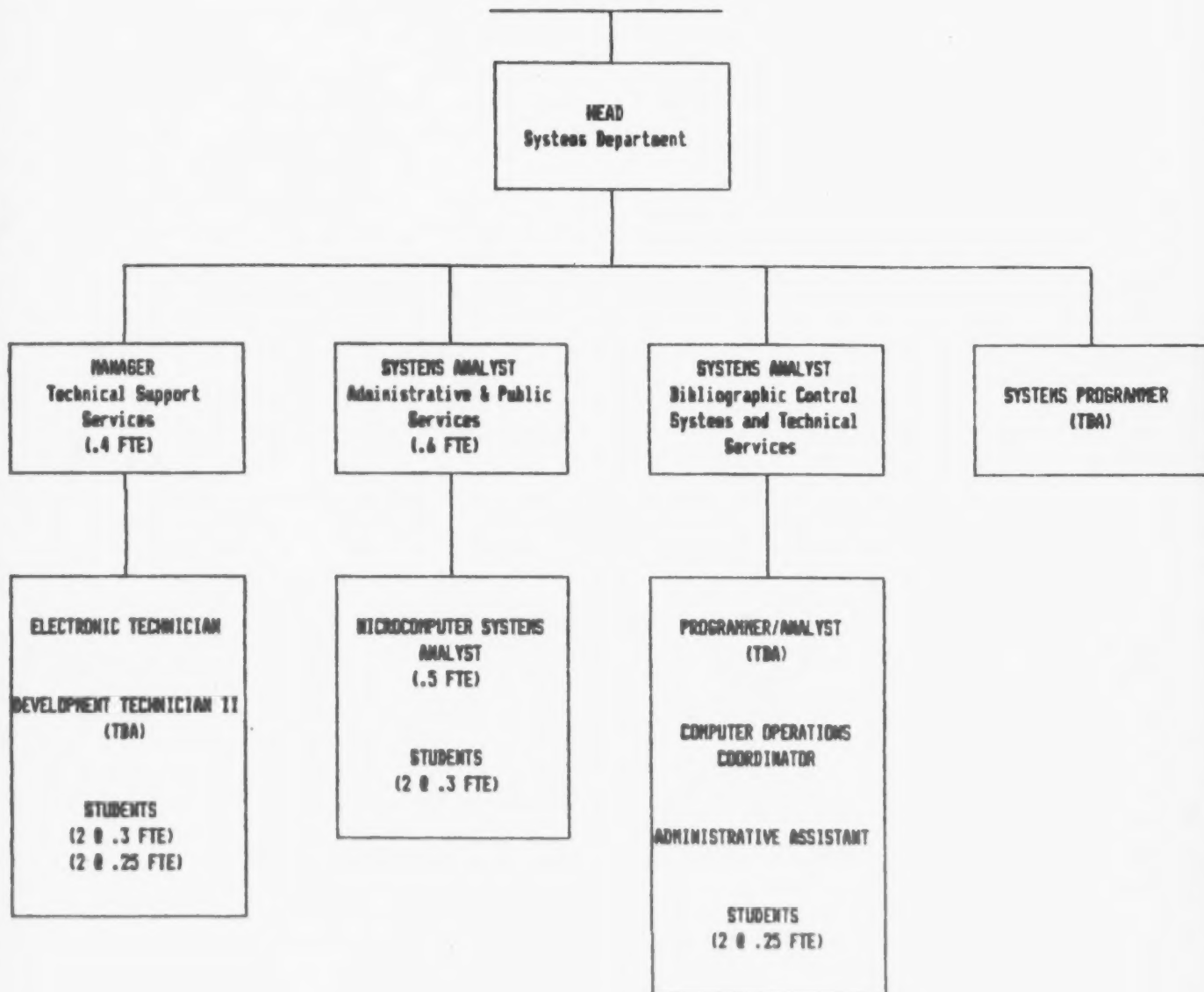
The Systems Department is responsible for updating the automated Serial Record on a monthly basis.

Production runs on the campus computer and the Library's computer are controlled by the department and output products (reports and microfiche) are distributed. There are reports (e.g., Serials Listings, Locator, Government Documents KWIC Lists), that are produced weekly, monthly or on-demand for public and technical services use. In addition, Systems Department staff provides disk backup, monitors disk and tape storage and provides other computer maintenance functions.

To report problems or if you have questions regarding hardware or software, call the Systems Department. It is important to give as much information as possible. A Trouble Report will be completed (re: problems), and someone from Systems will contact you and attempt to solve the problem over the telephone. If the situation cannot be handled by telephone, an on-site visit will be scheduled.

**UCSD LIBRARY
SYSTEMS DEVELOPMENT DEPARTMENT
ORGANIZATION**

AUL - Technical Services



JOB DESCRIPTION

University of California
Staff Personnel Management Office, O-16

Location San Diego

1. REQUEST FOR ☐ Recruitment (Attached is Requisition No. _____) ☐ Classification Review ☒ Update of Job Description		PERSONNEL OFFICE USE ONLY <table border="1"> <tr> <td colspan="2">APPROVED PAYROLL TITLE</td> <td colspan="2">TITLE CODE</td> </tr> <tr> <td colspan="2"> SPECIAL CODE: ☐ MANAGEMENT ☐ CONFIDENTIAL ☐ SUPERVISORY </td> <td>EFFECTIVE DATE</td> <td>INITIALS</td> </tr> </table>				APPROVED PAYROLL TITLE		TITLE CODE		SPECIAL CODE: ☐ MANAGEMENT ☐ CONFIDENTIAL ☐ SUPERVISORY		EFFECTIVE DATE	INITIALS
APPROVED PAYROLL TITLE		TITLE CODE											
SPECIAL CODE: ☐ MANAGEMENT ☐ CONFIDENTIAL ☐ SUPERVISORY		EFFECTIVE DATE	INITIALS										
2. NAME		3. DEPARTMENT/DIVISION Library	4. EXT. 2530	5. UNIT CODE	6. WORK LOCATION C.U.L.								
7. PAYROLL TITLE (Currently approved) Programmer/Analyst IV		8. WORKING TITLE (If Different) Head, Systems Dept.		9 (a) SALARY RATE (b) PERCENT OF TIME 100%									
10. NAME OF SUPERVISOR			11. EXT. 3061	12. PAYROLL TITLE AUL-Technical Services									

13. DUTIES SUMMARY

Manages Systems Dept. consistent with policies, goals, and objectives of the Library to develop and implement EDP systems for complex library applications. Effort is directed toward realizing the systems described in the Library Master Plan (i.e., The University of California Libraries: A Plan for Development) and in support of new and ongoing librarywide systems. Includes management and operation of Library Computer Facility.

14. TYPE OF SUPERVISION RECEIVED (REF. PPM/SPM 250-300 (L-2))

Indicate the type of supervision the incumbent will receive after the training/orientation period.

Close Supervision () Supervision () General Supervision () Direction () General Direction (☒)

15. PHYSICAL REQUIREMENTS

In order to comply with the Rehabilitation Act of 1973 it is necessary to determine the essential physical requirements of each job. To complete this portion of the job card, use the following information: For a work day: "F" for frequently; "O" for occasionally; "N" for not at all.

On the job employee must perform the following:

- | | |
|---|---|
| (☐) Bend | (☐) Pushing/Pulling |
| (☐) Squat | (☐) Sit |
| (☐) Crawl | (☐) Stand |
| (☐) Climb (stairs) | (☐) Walk |
| (☐) Reach above shoulder level | (☐) Handling objects |
| (☐) Kneel | (☐) Fine finger movement |

On the job employee lifts:

- | |
|--|
| (☐) Light (up to 25 pounds) |
| (☐) Moderate (26 - 50 pounds) |
| (☒) Heavy (over 50 pounds) |

On the job employee:

- | |
|--|
| (☐) Operates foot controls |
| (☐) Is around moving machinery |
| (☐) Is exposed to marked changes in temperature and/or humidity |
| (☐) Drives automotive equipment |
| (☐) Is exposed to dust, fumes, gases |
| (☐) Works in confined quarters |

16. SPECIAL CONDITIONS OF EMPLOYMENT

Requires some in-state and out-of-state travel.

17. NAMES OF THOSE SUPERVISED AND PAYROLL TITLES

NAME OF EMPLOYEE

PAYROLL TITLE

Programmer/Analyst III

Programmer/Analyst III

Systems Programmer (TBA)

18. NUMBER OF THOSE SUPERVISED THROUGH OTHERS

NUMBER OF EMPLOYEES

PAYROLL TITLE(S)

- 1
- 1
- 1
- 1
- 1

Programmer/Analyst (TBA)
Electronic Technician
Development Technician II (TBA)
Programmer/Analyst I
DE Production Coordinator

10. FUNCTIONS/TASKS

Frequency	Function Task No.	
		(List the function in bold type, followed by its importance)
D	1. A.	PLANNING Participates in establishing plans, policies, and priorities for automation as a library department head, and with other committees or groups.
D	B.	Develops plans to execute approved systems and automation projects and activities in a manner consistent with library policy.
D	C.	Gathers information for automation planning by keeping abreast of developments in library automation, data processing, and computing in general while assessing possible application. <i>Communications</i>
W	D.	Serves as a technical resource and/or campus liaison in planning and implementing universitywide library systems.
M	E.	Represents the library on campus working committees and similar or related groups dealing with campuswide issues.
M	2. A.	ORGANIZING Structures the Systems Department to effectively carry out its assigned work and responsibilities.
M	B.	Identifies and delegates areas of responsibility and authority to positions within the department.
W	C.	Monitors and modifies the organizational arrangement according to changing needs and priorities.
As req'd	3. A.	STAFFING <i>and technical</i> Selects and trains suitable personnel for systems analyst position and approves selections for other positions within the department.
W	B.	Reviews and evaluates performance and/or recommends personnel actions for department staff.
As req'd	C.	Provides opportunities for additional training or education as needed
As req'd	D.	Interprets campus personnel policies and procedures to staff.
D	4. A.	DIRECTING Leads and guides the activities of the Systems Department through both direct action and delegation.
W	B.	Interprets, establishes and/or approves policies, methods and procedures under which the department operates.
D	C.	Reviews and/or performs library applications development including systems and program design, coding, testing, implementation and documentation.
W	D.	Evaluates and/or specifies hardware configurations and software for library computer systems, and/or data communications including costs.
D	E.	Oversees and participates <i>and facilities</i> in other activities including data processing operations, equipment selection, installation and maintenance, consulting with and assisting users/staff, analytical studies, library forms control and computer facility operations.
D	5. A.	COORDINATING Communicates with the library administration and other departments, groups, agencies, and vendors about automation and related issues.
D	B.	Synchronizes the efforts of the department with the activities of the rest of the library, the campus, and systemwide.
D	C.	Encourages effective communication and cooperation among all parties

18. FUNCTIONS/TASKS (CONTINUED)

Frequency	Function Task No.	Major Functions and Tasks
		(List the functions and tasks in descending order of importance)
	6.	<u>CONTROLLING</u>
D	A.	Monitors activities and operations through direct observation and reports.
D	B.	Evaluates results of projects and activities.
As req'd	C.	Takes corrective action whenever needed to ensure that objectives are met.
W	D.	Reports status and performance to the AUL-Technical Services or other administrators and receives feedback.
	7.	<u>BUDGETING</u>
As req'd	A.	Estimates components of the automation budget for computing resources, equipment related expenses, etc. which involves departmental and librarywide usage.
W	B.	Analyzes the flow of ^{specified} automation funds during the fiscal year for any departure from expected usage.
As req'd	C.	Recommends changes in methods or operations where warranted for more efficient use of resources.

JOB DESCRIPTION

Location San Diego

1. REQUEST FOR ☐ Recruitment (attached is Requisition No. _____) ☒ Classification Review ☒ Update of Job Description		(PERSONNEL OFFICE USE ONLY) APPROVED PAYROLL TITLE _____ TITLE CODE _____ SPECIAL CODE: ☐ MANAGEMENT ☐ CONFIDENTIAL ☐ SUPERVISORY EFFECTIVE DATE _____ INITIALS _____			
2. NAME	3. DEPARTMENT/DIVISION	4. EXT.	5. UNIT CODE	6. WORK LOCATION	
7. PAYROLL TITLE (Currently approved) Programmer/Analyst III	8. WORKING TITLE (If Different) *Manager, Technical Support Services (.4 FTE)		9 (a) SALARY RATE (b) PERCENT OF TIME 100		
10. NAME OF SUPERVISOR	11. PAYROLL TITLE **Systems Analyst, Administrative and Public Serv. (.6 FTE)		12. PAYROLL TITLE Programmer Analyst IV		

13. DUTIES SUMMARY
Responsible for designing, programming, testing, implementing, documenting and maintaining various library systems. Coordinates, supervises and/or performs tasks necessary for the operation of existing systems in the areas of administrative, technical and public services. Monitors and assists library staff in the use of other systems, helps manage the Library Systems Department and performs other work on a project basis.

14. TYPE OF SUPERVISION RECEIVED (REF. PPM/SPM 250-300 (L-2))
Indicate the type of supervision the incumbent will receive after the training/orientation period.
Close Supervision () Supervision () General Supervision (☒) Direction () General Direction ()

15. PHYSICAL REQUIREMENTS In order to comply with the Rehabilitation Act of 1973 it is necessary to determine the essential physical requirements of each job. To complete this portion of the job card, use the following information: For a work day: "F" for frequently; "O" for occasionally; "N" for not at all.

On the job employee must perform the following:

- | | |
|---|---|
| (☐) Bend | (☐) Pushing/Pulling |
| (☐) Squat | (☐) Sit |
| (☒) Crawl | (☐) Stand |
| (☐) Climb (stairs) | (☐) Walk |
| (☐) Reach above shoulder level | (☐) Handling objects |
| (☐) Kneel | (☐) Fine finger movement |

On the job employee lifts:

- (☐) Light (up to 25 pounds)
 (☐) Moderate (26 - 50 pounds)
 (☐) Heavy (over 50 pounds)

On the job employee:

- (☐) Operates foot controls
 (☐) Is around moving machinery
 (☐) Is exposed to marked changes in temperature and/or humidity
 (☐) Drives automotive equipment
 (☐) Is exposed to dust, fumes, gases
 (☐) Works in confined quarters

16. SPECIAL CONDITIONS OF EMPLOYMENT

17. NAMES OF THOSE SUPERVISED AND PAYROLL TITLES

NAME OF EMPLOYEE

PAYROLL TITLE

*Electronic Technician
 *Development Technician II (TBA)
 **Programmer/Analyst I

18. NUMBER OF THOSE SUPERVISED THROUGH OTHERS

NUMBER OF EMPLOYEES

4 Students
 2 Students

PAYROLL TITLE(S)

Development Technician Assistant II

JOB DESCRIPTION

University of California
Staff Personnel Management Office, O-018

Location San Diego

1. REQUEST FOR ☒ Recruitment (attachment is Requisition No. _____) ☐ Classification Review ☐ Update of Job Description	(PERSONNEL OFFICE USE ONLY)			
	APPROVED PAYROLL TITLE		TITLE CODE	INITIAL/EFFECTIVE DATE
	SPECIAL CODE: ☐ MANAGERIAL ☐ CONFIDENTIAL ☐ SUPERVISORY		DATE	INITIALS
2. NAME	3. DEPARTMENT/DIVISION LIBRARY/SYSTEMS	4. EXT. 2530	5. UNIT/MAIL CODE C-075-T	6. WORK LOCATION(S) CUL
7. PAYROLL TITLE (Current) Programmer/Analyst III (TBA)	8. WORKING TITLE (if Different) Systems Programmer			9. PERCENT OF TIME 100%
10. NAME OF SUPERVISOR	11. EXT./MAIL CODE 2530/C-075-T		12. PAYROLL TITLE Programmer/Analyst IV	

13. DUTIES SUMMARY

Duties include systems programming for Library's computer system and support for integrated library system application.

14. SPECIAL CONDITIONS OF EMPLOYMENT

Occasional overtime may be required.
May be called during evening or weekend hours if system problems occur.

15. PHYSICAL REQUIREMENTS: In order to comply with the Rehabilitation Act of 1973, the California Fair Employment and Housing Act of 1980 and Staff Personnel Policies 210, 764 and 765, it is necessary to identify the **CRITICAL** physical activities involved in the described functions and tasks of each job. To complete this section, use the back page of this job description, section 21, and reference sample instructions for definitions.

16. TYPE OF SUPERVISION RECEIVED (Reference PPM/SPM 250-300 (L-2). Reference sample instructions for definitions).

Indicate the type of supervision the incumbent will receive after the training/orientation period.

☐ Close Supervision ☐ Supervision ☐ General Supervision ☒ Direction ☐ General Direction

17. Names of those supervised, payroll, titles, percent of time worked, and whether career, casual or casual restricted position.

NAME OF EMPLOYEE

PAYROLL TITLE

18. NUMBER OF THOSE SUPERVISED THROUGH OTHERS

NUMBER OF EMPLOYEES

PAYROLL TITLE(S)

REQUEST FOR ☐ Recruitment (attachment to Requisition No. _____) ☒ Classification Review ☐ Update of Job Description		(PERSONNEL OFFICE USE ONLY)			
		APPROVED PAYROLL TITLE <u>Electronics Technician</u>		TITLE CODE	INITIAL/EFFECTIVE DATE
		SPECIAL CODE: ☐ MANAGERIAL ☐ CONFIDENTIAL ☐ SUPERVISORY		DATE <u>11/1/85</u>	INITIALS
2. NAME	3. DEPARTMENT/DIVISION <u>LIBRARY SYSTEMS</u>	4. EXT. <u>2530</u>	5. UNIT/MAIL CODE <u>C-075-T</u>	6. WORK LOCATIONS <u>ALL LIBRARIES</u>	
7. PAYROLL TITLE (Current) <u>Electronic Technician</u>	8. WORKING TITLE (if Different)			9. PERCENT OF TIME <u>100%</u>	
10. NAME OF SUPERVISOR	11. EXT./MAIL CODE <u>2530/C-075-T</u>		12. PAYROLL TITLE <u>Programmer/Analyst III</u>		

13. DUTIES SUMMARY

INSTALLATION, MAINTENANCE, REPAIR, AND OPERATION OF COMPUTER AND TELECOMMUNICATIONS HARDWARE, INCLUDING SATELLITE EARTH STATION EQUIPMENT, ASSOCIATED TELECOMMUNICATIONS EQUIPMENT (IMPS, TACS, MEDIUM SPEED MODEMS), AND LOCAL TERMINAL NETWORK; MICROCOMPUTER SYSTEMS IN STAND-ALONE AND NETWORK ENVIRONMENT; IBM-STYLE 3278 TERMINAL NETWORK AND ASSOCIATED MODEMS AND CONTROL UNITS; CABLE PLANT FOR EACH TERMINAL NETWORK; AND ATTACHED PRINTERS, LINE DRIVERS, AND OTHER PERIPHERALS.

14. SPECIAL CONDITIONS OF EMPLOYMENT

MAY BE CALLED UPON DURING EVENING OR WEEKEND HOURS IF SYSTEM PROBLEMS OCCUR. OCCASIONAL OVERTIME MAY BE REQUIRED.

15. PHYSICAL REQUIREMENTS: In order to comply with the Rehabilitation Act of 1973, the California Fair Employment and Housing Act of 1980 and Staff Personnel Policies 210, 764 and 765, it is necessary to identify the CRITICAL physical activities involved in the described functions and tasks of each job. To complete this section, use the back page of this job description, section 21, and reference sample instructions for definitions.

16. TYPE OF SUPERVISION RECEIVED (Reference PPM/SPM 250-300 (L-2). Reference sample instructions for definitions).

Indicate the type of supervision the incumbent will receive after the training/orientation period.

☐ Close Supervision ☐ Supervision ☒ General Supervision ☐ Direction ☐ General Direction

17. Names of those supervised, payroll, titles, percent of time worked, and whether career, casual or casual restricted position.

NAME OF EMPLOYEE

PAYROLL TITLE

2 Students
 2 Students

Development Technician
 Assistant II

18. NUMBER OF THOSE SUPERVISED THROUGH OTHERS

NUMBER OF EMPLOYEES

PAYROLL TITLE(S)

N/A

JOB DESCRIPTION

University of California
Staff Personnel Management Office, Q-018

Location San Diego

1. REQUEST FOR ☐ Recruitment (attachment is Requisition No. _____) ☒ Classification Review ☐ Update of Job Description		(PERSONNEL OFFICE USE ONLY)			
		APPROVED PAYROLL TITLE		TITLE CODE 7224	INITIAL/EFFECTIVE DATE
		SPECIAL CODE: ☐ MANAGERIAL ☐ CONFIDENTIAL ☐ SUPERVISORY		DATE 2/1/86	INITIALS
2. NAME	3. DEPARTMENT/DIVISION Library Systems	4. EXT. 2530	5. UNIT/MAIL CODE C-075-T	6. WORK LOCATION(S) CUL	
7. PAYROLL TITLE (Current) Programmer/Analyst I	8. WORKING TITLE (If Different) Microcomputer Systems Analyst			9. PERCENT OF TIME 50%	
10. NAME OF SUPERVISOR	11. EXT./MAIL CODE C-075-T		12. PAYROLL TITLE Programmer Analyst III		
13. DUTIES SUMMARY - Responsible for planning, designing, programming, testing, debugging, implementing, documenting and maintaining library microcomputer applications. Coordinates and performs tasks necessary for the operation of existing systems in the areas of Administration, Technical Processing, Reference and Public Services. Assists library staff using various types of microcomputer application software. Provides assistance for the effective use of the library's small computer centers. Performs work on special projects. Maintains UCSD designed software at other institutions.					
14. SPECIAL CONDITIONS OF EMPLOYMENT					

15. PHYSICAL REQUIREMENTS: In order to comply with the Rehabilitation Act of 1973, the California Fair Employment and Housing Act of 1980 and Staff Personnel Policies 210, 764 and 765, it is necessary to identify the **CRITICAL** physical activities involved in the described functions and tasks of each job. To complete this section, use the back page of this job description, section 21, and reference sample instructions for definitions.

16. TYPE OF SUPERVISION RECEIVED (Reference PPM/SPM 250-300 (L-2). Reference sample instructions for definitions). Indicate the type of supervision the incumbent will receive after the training/orientation period.
☐ Close Supervision ☐ Supervision ☒ General Supervision ☐ Direction ☐ General Direction

17. Names of those supervised, payroll, titles, percent of time worked, and whether career, casual or casual restricted position.

NAME OF EMPLOYEE

2 Students

PAYROLL TITLE

Development Technician

18. NUMBER OF THOSE SUPERVISED THROUGH OTHERS

NUMBER OF EMPLOYEES

PAYROLL TITLE(S)

JOB DESCRIPTION

University of California
Staff Personnel Management Office Q-016

Location San Diego

1. REQUEST FOR ☒ Recruitment (attachment is Requisition No. <u>19489-R</u>) ☐ Classification Review ☐ Update of Job Description	(PERSONNEL OFFICE USE ONLY)			
	APPROVED PAYROLL TITLE		TITLE CODE	INITIAL/EFFECTIVE DATE
	SPECIAL CODE: MANAGERIAL CONFIDENTIAL SUPERVISORY		DATE	INITIALS
2. NAME	3. DEPARTMENT/DIVISION Library	4. EXT. 2530	5. UNIT/MAIL CODE C-075-T	6. WORK LOCATION(S) COL
7. PAYROLL TITLE (Current) Development Technician II (TBA)	8. WORKING TITLE (if Different)			9. PERCENT OF TIME 100%
10. NAME OF SUPERVISOR	11. EXT./MAIL CODE 2530/C-075-T		12. PAYROLL TITLE Programmer/Analyst III	

13. DUTIES SUMMARY

Install and maintain data communications equipment used by the UCSD Libraries. This equipment includes terminals, modems, printers, and associated peripherals, as well as the physical interfaces between such equipment. Assist in operation and maintenance of satellite communications and associated telecommunications equipment for the UC MELVYLtm Online Catalog.

14. SPECIAL CONDITIONS OF EMPLOYMENT

Must possess valid California Drivers License.
Occasional overtime may be required.

15. PHYSICAL REQUIREMENTS: In order to comply with the Rehabilitation Act of 1973, the California Fair Employment and Housing Act of 1980 and Staff Personnel Policies 210, 764 and 765, it is necessary to identify the **CRITICAL** physical activities involved in the described functions and tasks of each job. To complete this section, use the back page of this job description, section 21, and reference sample instructions for definitions.

16. TYPE OF SUPERVISION RECEIVED (Reference PPM/SPM 250-300 (L-2). Reference sample instructions for definitions).

Indicate the type of supervision the incumbent will receive after the training/orientation period.

☐ Close Supervision ☒ Supervision ☐ General Supervision ☐ Direction ☐ General Direction

17. Names of those supervised, payroll, titles, percent of time worked, and whether career, casual or casual restricted position.

NAME OF EMPLOYEE

PAYROLL TITLE

18. NUMBER OF THOSE SUPERVISED THROUGH OTHERS

NUMBER OF EMPLOYEES

PAYROLL TITLE(S)

JOB DESCRIPTION

University of California
Staff Personnel Management Office, Q-016

Location San Diego

1. REQUEST FOR ☐ Recruitment (attached is Requisition No. _____) ☐ Classification Review ☒ Update of Job Description		(PERSONNEL OFFICE USE ONLY)			
		APPROVED PAYROLL TITLE		TITLE CODE	
		SPECIAL CODE: ☐ MANAGEMENT ☐ CONFIDENTIAL ☐ SUPERVISORY		EFFECTIVE DATE	INITIALS
2. NAME		3. DEPARTMENT/DIVISION Library/Systems	4. EXT. 2530	5. UNIT CODE 0265	6. WORK LOCATION CUL
7. PAYROLL TITLE (Currently approved) DP Production Coordinator		8. WORKING TITLE (If Different) Computer Operations Asst.		9 (a) SALARY RATE (b) PERCENT OF TIME 100%	
10. NAME OF SUPERVISOR			11. EXT. 2530	12. PAYROLL TITLE Programmer/Analyst III	

13. DUTIES SUMMARY

Verifies data, sets up and submits jobs, monitors throughput, checks results and refers problems for update of files and production of lists for various library systems. Coordinates production of and distributes products produced from these systems. Maintains magnetic tapes, provides security tape backup and prepares serials calendar and tape log. Maintains statistics, assists with documentation preparation, and shares responsibility for answering the phone.

14. TYPE OF SUPERVISION RECEIVED (REF. PPM/SPM 250-300 (L-2))

Indicate the type of supervision the incumbent will receive after the training/orientation period.

Close Supervision () Supervision () General Supervision (☒) Direction () General Direction ()

15. PHYSICAL REQUIREMENTS In order to comply with the Rehabilitation Act of 1973 it is necessary to determine the essential physical requirements of each job. To complete this portion of the job card, use the following information: For a work day: "F" for frequently; "O" for occasionally; "N" for not at all.

On the job employee must perform the following:

(F) Bend	(F) Pushing/Pulling
(F) Squat	(F) Sit
(O) Crawl	(F) Stand
(F) Climb	(F) Walk
(F) Reach above shoulder level	(F) Handling objects
(F) Kneel	(F) Fine finger movement

On the job employee lifts:

(F) Light (up to 25 pounds)
(O) Moderate (26 - 50 pounds)
(N) Heavy (over 50 pounds)

On the job employee:

(O) Operates foot controls
(O) Is around moving machinery
(F) Is exposed to marked changes in temperature and/or humidity
(N) Drives automotive equipment
(N) Is exposed to dust, fumes, gases
(O) Works in confined quarters

16. SPECIAL CONDITIONS OF EMPLOYMENT

Frequent use of video display terminal.

17. NAMES OF THOSE SUPERVISED AND PAYROLL TITLES

NAME OF EMPLOYEE

1 student

PAYROLL TITLE

Assistant II

18. NUMBER OF THOSE SUPERVISED THROUGH OTHERS

NUMBER OF EMPLOYEES

PAYROLL TITLE(S)

JOB DESCRIPTION

University of California
Staff Personnel Management Office, O-016

Location San Diego

REQUEST FOR ☒ Recruitment (attachment to Regulation No. <u> </u>) ☐ Classification Review ☒ Update of Job Description		(PERSONNEL OFFICE USE ONLY)			
		APPROVED PAYROLL TITLE		TITLE CODE	INITIAL/EFFECTIVE DATE
2. NAME 7. PAYROLL TITLE (Current) Administrative Assistant I		SPECIAL CODE: ☐ MANAGERIAL ☐ CONFIDENTIAL ☐ SUPERVISORY		DATE	INITIALS
		3. DEPARTMENT/DIVISION Library Systems		4. EXT. 2530	5. UNIT/MAIL CODE C-075T
10. NAME OF SUPERVISOR		11. EXT./MAIL CODE C-075T		12. PAYROLL TITLE Programmer/Analyst III	
8. WORKING TITLE (If Different)		9. PERCENT OF TIME 100			

13. **DUTIES SUMMARY** Provides full administrative support for the Systems Dept. including document preparation, communication with departmental clientele and vendors, organizing and maintaining files, and arranging meetings and travel. Monitors and reports on general assistance funding. Handles confidential files. Answers the phone, handles supplies, inventories equipment, coordinates production of public service statistics and provides additional support as needed. Utilizes electronic typewriter, microcomputer and applications programs on

14. **SPECIAL CONDITIONS OF EMPLOYMENT** Burroughs B7805 to carry out above duties. Must work in a non-smoking area. Must go outside to walk between the library and the library computer facility. Use of elevator or stairway required to access staff lounge. Food services available elsewhere on campus for breaks and lunch.

15. **PHYSICAL REQUIREMENTS:** In order to comply with the Rehabilitation Act of 1973, the California Fair Employment and Housing Act of 1980 and Staff Personnel Policies 210, 764 and 765, It is necessary to identify the CRITICAL physical activities involved in the described functions and tasks of each job. To complete this section, use the back page of this job description, section 21, and reference sample instructions for definitions.

16. **TYPE OF SUPERVISION RECEIVED** (Reference PPM/SPM 250-300 (L-2). Reference sample instructions for definitions). Indicate the type of supervision the incumbent will receive after the training/orientation period.
☐ Close Supervision ☒ Supervision ☐ General Supervision ☐ Direction ☐ General Direction

17. Names of those supervised, payroll, titles, percent of time worked, and whether career, casual or casual restricted position.

NAME OF EMPLOYEE

PAYROLL TITLE

1 Student

Assistant II

18. **NUMBER OF THOSE SUPERVISED THROUGH OTHERS**

NUMBER OF EMPLOYEES

PAYROLL TITLE(S)

INFORMATION RESOURCE PLAN

FLORIDA CENTER FOR LIBRARY AUTOMATION

1. Role and Scope

A. Role

The Florida Center for Library Automation (FCLA) was established by the State University System (SUS) in 1984 to carry out the provisions of the Florida Legislature's Specific Appropriation 507B. As stipulated in FCLA's legislative proviso language, FCLA's role is to offer automated services to the libraries of the nine institutions of the State University System (SUS) and to plan for making the same types of services available to other libraries within the state.

B. Scope

There are four main groups of users who will be served by the FCLA: (1) the libraries of the nine institutions of the State University System (addressed in this part of the SUS IRP), (2) other libraries in Florida that want search-only access to the collective online catalogs of the libraries served by the Center, (3) other libraries in Florida that wish to have functions supported by the Center (to be addressed in the IRP's of the Division of Library Services and the Division of Community Colleges), and (4) other agencies which may be interested in participation.

(PROPOSED)

CENTER FOR LIBRARY AUTOMATION

Director
LP #837460

+
+
+

Business
Manager I
LP #837090

+
+
+
+
+
+

+
+

Assistant Director for
Technical Development

LP #837440

+
+
+

Computer Systems
Analyst II
LP #836290

Computer Systems
Analyst II
LP #836930

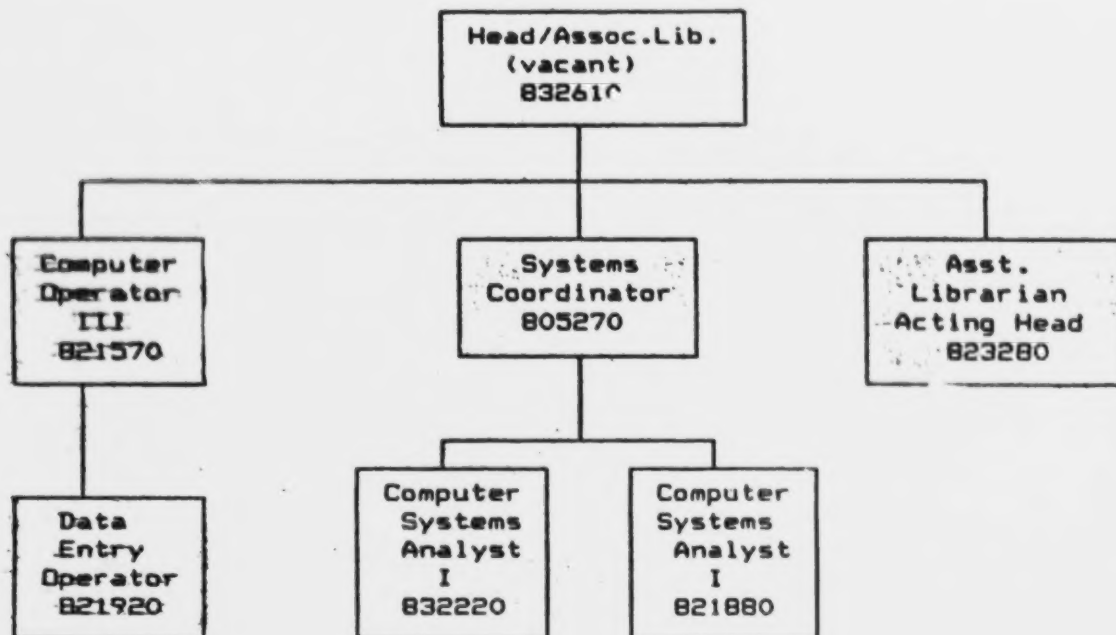
+ + + + + + + +
+ Computer Systems +
+ Analyst II +
+ (NERDC) +
+ + + + + + + +

+ + + + + + + +
+ Computer Systems +
+ Analyst I +
+ LP #?? +
+ + + + + + + +

UNIVERSITY OF FLORIDA

James F. Coffey 7/25/85
James F. Coffey, Director

Department of Systems & Computer Based Operations
Organization Chart, 3 January 86



DEPARTMENT STAFF 1982

As the Department has moved more and more from batch processing and data conversion to the development and support of the complex online and retrieval systems, the staff has increased and positions have been upgraded. One programmer position has been added, and two existing ones have been upgraded, resulting in two Programmer III positions and a System Coordinator who is responsible for the overall implementation and support of the online system. Key punch operator lines have been upgraded to a Data Processing Coordinator and to a Computer Operator which later evolved into one of the Programmer III positions.

Nolan Pope holds a M.L.S. degree from the information science program at Rutgers University and serves as analyst and administrator for the Department. He works closely with the various departments to determine their needs. Mark Hinnebusch, Systems Coordinator, has primary responsibility for the NOTIS system's technical implementation, enhancement, and support. With a background in engineering and all levels of programming, he provides a solid base to that responsibility.

Another programmer, Martin Johnson, provides support to the NOTIS system as well as contributing to the human factors discussions. His psychology degree and work experience in that area are very helpful in realizing and evaluating human needs and responses to computer technology. As Data Processing Coordinator, Leota Whitfield supervises the support of batch processing, maintains the tape library, and coordinates the Department's interactions with the Department of Reference and Bibliography. Her background in data processing, coupled with several years of library application work and strong management skills keep the Department organized and on schedule.

DEPARTMENT OF SYSTEMS AND COMPUTER-BASED OPERATIONS

ANNUAL REPORT 1984/1985

The 1984/1985 Year has been a particularly challenging year which has resulted in many changes for the Department. There have been numerous staff changes, new technical developments, reports and proposals to prepare, and the Florida Center for Library Automation has been supported largely by this office through most of the year.

STAFF

At the beginning of the year, Tom Kinney began work in a new position as Automation Procedures Coordinator, responsible for coordinating FOCUS operations and documentation. Given the changes which have ensued, those responsibilities have changed and expanded. Leota Whitfield's position was upgraded to Computer Operator III, reflecting the changes and increased responsibilities for computer equipment.

All three of the programmer positions were vacated with transfers to the Florida Center for Library Automation. Monica Watson was hired as a Programmer III to work with the numeric data, and William Covey began as Systems Coordinator just before the end of the year. Covey's expertise with numeric data and microcomputers will be valuable in expanding the Libraries' services and the implementation of micro equipment and software. The other programmer position, also a Programmer III, was filled by Mae Greene and loaned to the FCLA to insure continued support of the circulation implementation.

During the past six months, many of the Department Head responsibilities have been assumed by Tom Kinney as a result of the resignation and pending departure of the current Head.

FLORIDA CENTER FOR LIBRARY AUTOMATION

The FCLA was officially legislated for the 1984/1985 year and the University Libraries assumed responsibility for its establishment until permanent staff were hired. Much of that work fell on the Department of Systems and Computer-Based Operations. Considerable time was spent in planning for the FCLA, hiring staff, developing load specifications for the Institutions' archive tapes, defining equipment and network requirements, developing contractual agreements with the NERDC, and making site visits to the other campuses. With the end of this Fiscal Year, the staff have moved to new offices and have assumed administrative responsibility for the FOCUS software for the University of Florida and all participants in the Florida Center for Library Automation activities.

University of Missouri
Office of Library Systems

August 25, 1986

ORGANIZATIONAL NOTES - UM OFFICE OF LIBRARY SYSTEMS

The following information is intended to highlight the important aspects of how administration of library automation is done at the University of Missouri (UM).

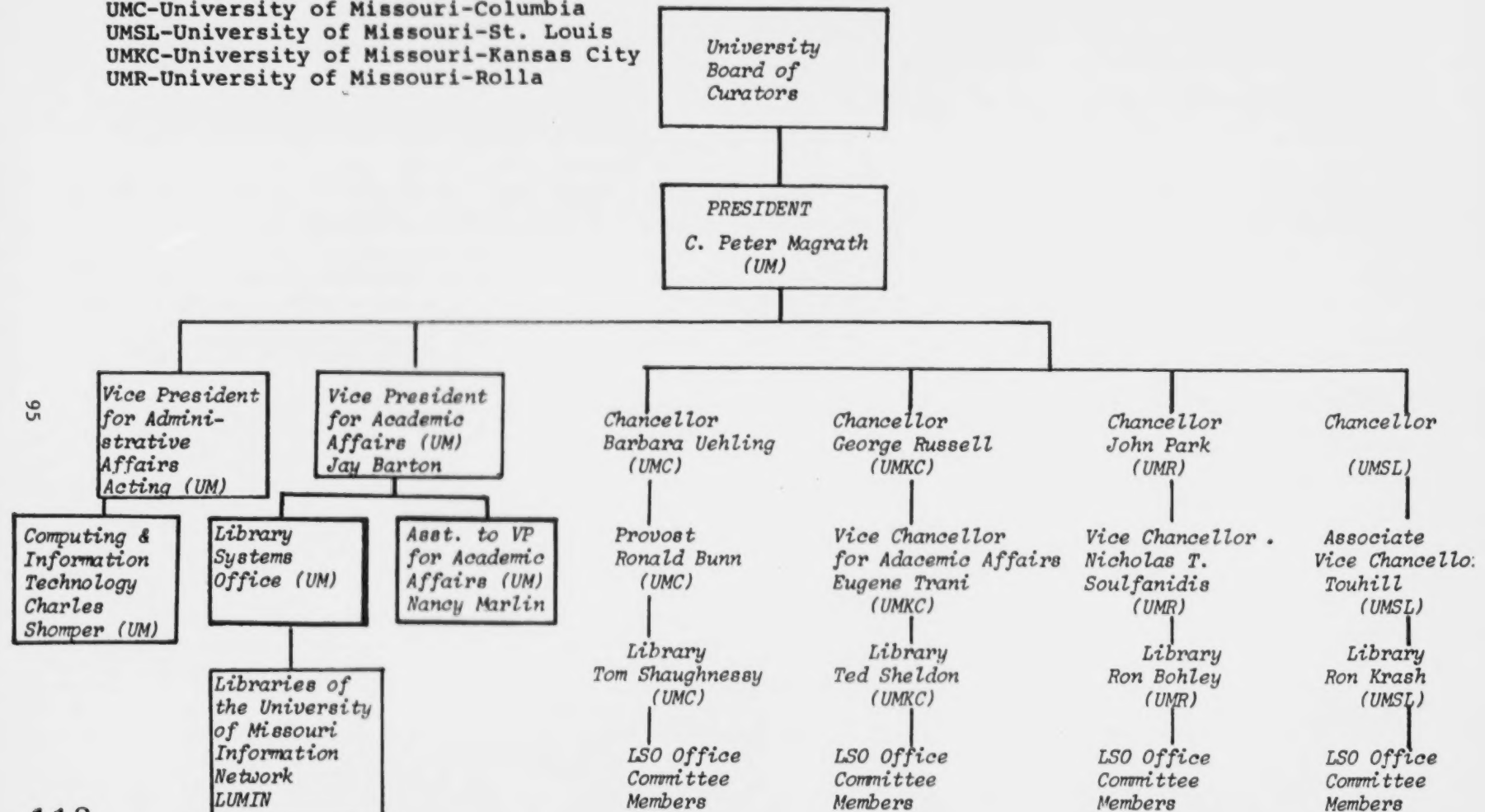
UM is a four-campus university. Each campus has its own administrative structure, headed by a chancellor who reports to UM's president. University-wide functions are administered by UM's Central Administration which is divided into Administrative Affairs and Academic Affairs. UM's Office of Library Systems (LSO) is a unit within Academic Affairs. Consequently, LSO is related to UM libraries functionally, but not administratively.

This arrangement has many advantages. Placing LSO in Central Administration insures that it will have a UM-wide scope and outlook and that no single campus will dominate its activities. LSO is located high in UM's administrative structure, especially relative to the libraries, and its activities have high visibility and priority within the university. One result is that UM's administration tends to look to LSO for all kinds of information about UM libraries, whether it relates to automation or not. This gives the library directors a direct communications channel into the upper levels of UM administration.

The functional relationship between LSO and the UM libraries takes the form of committees made up of appropriate staff persons from the UM libraries. These committees set priorities for LSO development activities and participate in the design and analysis of system enhancements. The enclosed chart shows the relationship of the committees to each other and briefly describes the charge of each committee.

University of Missouri Administration
as it relates to the Library Systems Office

UM-University of Missouri-System
 UMC-University of Missouri-Columbia
 UMSL-University of Missouri-St. Louis
 UMKC-University of Missouri-Kansas City
 UMR-University of Missouri-Rolla



Library Committees With Direct Relationship to the
Library Systems Office

Library
Directors

Directors of the Libraries
of the four campuses
set broad concept goals
for the LSO.

*Meet
Quarterly*

Bibliographic
Control Task Force
(BCTF) 12 Members

*Meet
Bi-monthly*

Middle management from both technical
and public service areas of the
libraries. Reviews and advises on
priorities in LSO activities. Overview
of all subcommittee activity.

LUMIN Quality
Control Committee
(LQCC) 8 Members

Technical Service staff
members determines data
standards, participates
in design of system
functions and enhancements.

LUMIN Users
Committee (LUC)
12 Members

Public Service Staff
members determines menu
texts and functions,
participates in design
of system functions and
enhancements.

LUMIN Circulation
Committee (LCC)
10 Members

Circulation Department
Heads reviewing speci-
fications for future
circulation system
component. Planning for
implementation of future
circ. system component.

*meeting
schedule
varies*



OMS

System and Procedures Exchange Center

Bibliography

RELATED SPEC/OMS RESOURCES

SPEC KITS:

Managerial and Technical Specialists in ARL Libraries, #20, September 1975, updated 1978.

The Systems Function, #29, September 1976. Out-of-Print. ERIC ED 251 085.

Specialty Positions in ARL Libraries, #80, January 1982.

Automation and Reorganization of Technical and Public Services, #112, March 1985.

Automated Library Systems #126, July-August 1986.

OMS PUBLICATIONS:

The Automation Inventory of Research Libraries, 1986. September 1986.

Academic Libraries on the Periphery: How Telecommunications Information Policy is Determined in Universities. April 1986. 43 pages.

(To order, send for OMS Publication and SPEC Kit Order Forms)